

Debenham Parish Council
Risk Assessment- March 2025

1. Areas of Risk

There are three identified Areas of Risk

- a. Physical
- b. Financial
- c. Reputation

2. Approach

Each of these areas has been considered and a Risk Assessment Record has been produced for each of the items within these Areas of Risk.

3. Review.

Each of the Risk Assessment Records is reviewed annually in March and will be subject to Annual re - assessment. **Next Review Date: March 2026**

4. Ownership

This document is owned by the Debenham Parish Council and will be reviewed and approved by the whole council.

Debenham Parish Council Risk Register
Physical Risks List of Assets

| Asset Type | Item | Level of Risk | Action |
|--|----------------------------------|---------------|--|
| Play Equipment | Recreation Ground | High | To be managed by Play Area Working Party; Subject to regular checks by the Street warden. Formal Inspection carried out annually. |
| | Gardeners Road (Lower and Upper) | High | To be managed by Play Area Working Party; Subject to regular checks by the Street warden. Formally inspected annually. |
| Street Lights | | Low | To be maintained by SCC: See Contract for Terms and Conditions |
| Street Furniture | Dog Bins/Litter bins | Medium | To be checked by Street Warden |
| | Drum Notice Board | Low | To be checked by Clerk |
| | Village Sign | Low | To be checked by Clerk |
| | Seats | Low | To be checked by Clerk |
| | Bus Shelter | Low | To be checked by Clerk |
| | Grit bins | Low | To be checked by Clerk |
| Parish Shed | | Low | To be checked by Clerk and Street warden |
| Street Cleaners Equipment | | Low | Street Warden responsible for own equipment |
| Clerk's / RFO's equipment | Laptop | Low | To be checked by Clerk/RFO. |
| | Printer | Low | To be checked by Clerk / RFO. |
| | | | |
| Allotments and Cemetery | | Low | To be managed by Allotments Committee and Cemetery Committee Rented plots insured by NSALG from 01.04.2015 |
| Market Green (including telephone kiosk) | | Low/Medium | Third party users to have Public Liability Insurance. Electric connection checked annually by Council |
| Christmas Trees and Lighting | | Medium | Erected and taken down by Council after risk assessment made and approved. Electricians checked by contractor yearly. |
| URC Ground | | Low | Any issue reported when identified |

Risk Assessment Record

Factor: Physical Risks

Area: Recreation Ground/Gardeners Road (upper and lower)

Persons at risk: Young People

| Hazard | Likelihood | Severity | Risk Rating |
|-----------------------------|------------|----------|-------------|
| 1. Damage to Play Equipment | Unlikely | Minor | Low |
| 2. Misuse of Play Equipment | Likely | Minor | Low |

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | 1. | 2. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|---|-----------|--|
| 1 | Managed by Play Area Working Group; Subject to regular checks | Yes | Equipment check records to be held by Parish Clerk |
| 2 | Annual Check by RoSPA approved personnel | Yes | |

Further Actions and Recommendations

| |
|------|
| None |
|------|

Risk Assessment Record

Factor: Physical Risks

Area: Debenham Streets

Persons at risk: All

| Hazard | Likelihood | Severity | Risk Rating |
|--|------------|----------|-------------|
| 1. Damage to Street Lights | Unlikely | Minor | Low |
| 2. Injury caused by Street Lights | Likely | Minor | Low |
| 3. Damage caused by Street Lights Attached to Buildings: | Likely | Minor | Low |
| 4. Damage to Street Lights | Unlikely | Minor | Low |
| 5. Injury caused by Street Lights | Likely | Minor | Low |
| 6. Damage caused by Street Lights | Unlikely | Minor | Low |

| | | | | | |
|------------|-------------|--------|----------|----------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | 1. 4. 6. | 2. 3. 5. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|---|-----------|------------------------|
| 1 | Maintained via contract with Suffolk CC See Contract for Terms and Conditions | Yes | None |

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: Debenham Streets

Persons at risk: All

| Hazard | Likelihood | Severity | Risk Rating |
|---|------------|----------|-------------|
| 1. Street Furniture | Unlikely | Minor | Low |
| 2. Dog Bins | Likely | Minor | Low |
| 3. Injury on Parish Notice Boards | Likely | Minor | Low |
| 4. Injury in use of Seats Owned by Parish Council | Likely | Minor | Low |
| 5. Injury by Village Sign | Remote | Minor | Low |
| 6. Litter Bins | Likely | Minor | Low |
| 7. Damage to Bus Shelter | Unlikely | Minor | Low |

| | | | | | |
|------------|-------------|--------|----------|-------------------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | 5. | 1. | 2. 3. 4. 6. 7. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|---|-----------|---|
| 1 | Checked by Street Furniture Officers (dog and litter bins by street warden) | Yes | Records of Damage and Action to be held by Parish Clerk |

Further Actions and Recommendations

| |
|------|
| None |
|------|

Risk Assessment Record

Factor: Physical Risks

Area: Recreation Ground

Persons at risk: All

| Hazard | Likelihood | Severity | Risk Rating |
|---------------------|------------|----------|-------------|
| 1. Damage to Fences | Unlikely | Minor | Low |
| 2. Injury on Fences | Likely | Minor | Low |

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | 1. | 2. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|--|-----------|--|
| 1 | Managed by Play Area working group; Subject to regular checks (see Play Area Working Group terms of reference) | Yes | Check records to be held by Parish Clerk |

Further Actions and Recommendations

Pest control to be authorised by Council as and when necessary.

Volunteer pest controller approved by Council subject to up-to-date insurances and permissions.

Area: Recreation Ground

Persons at risk: Street Cleaner

Hazard 1. Injury on use of Parish Shed **Likelihood** Likely **Severity** Minor **Risk Rating** Low

| | | | | | |
|----------|-------------|------------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | | 1. | |
| | | Remote | Unlikely | Likely | Very Likely |
| | | Likelihood | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|------------------------|-----------|--|
| 1 | Street Warden to check | Yes | Check records to be held by Parish Clerk |

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: All Areas of Debenham

Persons at risk: Street Warden

| | | | |
|---|-------------------|-----------------|--------------------|
| Hazard | Likelihood | Severity | Risk Rating |
| 1. Injury in use of Street Cleaning Equipment | Likely | Minor | Low |

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | | 1. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|--------------------------|-----------|------------------------|
| 1 | Checked by Street Warden | Yes | None |

Further Actions and Recommendations

Street Warden to ensure their public liability is up to date and covers relief staff during their absence (unless they have their own public liability cover).

Risk Assessment Record

Factor: Physical Risks

Area: Parish Clerk/RFO's office

Persons at risk: Parish Clerk

Hazard 1. Injury in use of Parish Clerks Equipment
Likely
Likelihood Minor
Severity Low
Risk Rating

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | | 1. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|-------------------------|-----------|---|
| 1 | Checked by Parish Clerk | Yes | Check records to be held by Parish Clerk, annual review by Parish Council |

Further Actions and Recommendations

| |
|------|
| None |
|------|

Risk Assessment Record

Factor: Physical Risks

Area: Parish Allotments

Persons at risk: Allotment Users

Hazard 1. Injury in working on Allotments **Likelihood** Likely **Severity** Minor **Risk Rating** Low

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | | 1. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|-------------------------------|-----------|--|
| 1 | Check by Allotments Committee | Yes | Check records to be held by Parish Clerk |

Further Actions and Recommendations

Allotment Committee to assess any risks when carrying out quarterly allotment inspections and action necessary measures under delegated authority or report findings to full Council for consideration.

Allotment land covered by PC's Public Liability Insurance, tenants observe correct health and safety measures when tending to their plots (as per the Debenham Allotment Rules) to tend to plots taking due care and attention, all tenants covered by NSALG insurance from March 2015.

Risk assessment for rabbit control-Signs in place when necessary, Police informed in advance.

Risk Assessment Record

Factor: Physical Risks

Area: Parish Cemetery

Persons at risk: Cemetery Users

| Hazard | Likelihood | Severity | Risk Rating |
|---------------------------------|------------|----------|-------------|
| 1. Injury in attending graves | Unlikely | Minor | Low |
| 2. Injury in attending funerals | Unlikely | Minor | Low |

| | | | | | |
|----------|-------------|------------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | 1. 2. | | |
| | | Remote | Unlikely | Likely | Very Likely |
| | | Likelihood | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|-----------------------------|-----------|--|
| 1 | Check by Cemetery Committee | Yes | Check records to be held by Parish Clerk |

Further Actions and Recommendations

Cemetery Committee to regularly check the area to ensure no hazards eg fallen branches, mud from digging on tarmac drive, gates securely hinged prior to all the Cemetery Committee meetings, for report at the meeting. Any findings to be reported to full council for consideration.

Risk Assessment Record

Factor: Physical Risks

Assessor:

Area: Church Grounds

Date:

Persons at risk: All

| Hazard | Likelihood | Severity | Risk Rating |
|---|------------|----------|-------------|
| 1. Injury by Parish Christmas Trees | Unlikely | Minor | Low |
| 2. Injury by Parish Christmas Tree lights | Likely | Serious | Medium |

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | | | 2. | |
| | Significant | | | | |
| | Minor | | | 1. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|---|-----------|--|
| 1 | Lights checked by qualified electrician | Yes | Check records to be held by Parish Clerk |

Further Actions and Recommendations

| |
|------|
| None |
|------|

Risk Assessment Record

Factor: Physical Risks

Area: Hoppit Woodland and Lakes

Persons at risk: All

| Hazard | Likelihood | Severity | Risk Rating |
|----------------------------------|-------------------|-----------------|--------------------|
| 1. Trees (falling branches) | Likely | Minor | Low |
| 2. Tree climbing | Likely | Significant | Medium |
| 3. Lake Area (water hazard) | Likely | Major | High |
| 4. Disabled Fishing Points | Likely | Minor | Low |
| 5. Paths (falling due to damage) | Likely | Minor | Low |
| 6. Rabbit control | Likely | Major | High |

| | | | | | |
|-----------------|-------------|--------|----------|----------|-------------|
| Severity | Major | | | 3. 6. | |
| | Serious | | | 2. | |
| | Significant | | | | |
| | Minor | | | 1. 4. 5. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|-----------|--|------------------|-------------------------------|
| | 2 Throw lines available | Yes | |
| | Woodland steering group check area regularly | Yes | |

Further Actions and Recommendations

Actions mainly taken by the Steering Group and reported to full council, as and when necessary, or above their delegated authority and budgetary limitations.

Routinely check pathways and re-surface as necessary-Steering Group

Confirm Disability Discrimination Act compliance- In line with open space topography.

Risk Assessment Record

Factor: Physical Risks

Area: Public Lavatories

Persons at risk: Cleaners and users

| Hazard | Likelihood | Severity | Risk Rating |
|------------------------------------|------------|----------|-------------|
| 1. Falling and slipping | Likely | Major | High |
| 2. Injury from fittings | Likely | Minor | Low |
| 3. Infection | Remote | Major | Low |
| 4. Scalding | Likely | Minor | Significant |
| 5. Claim due to non-DDA compliance | Likely | Major | High |

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | 3. | | 1. 5. | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | | 2. 4. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|---|-----------|---|
| 1 | Non-slip surfaces in disabled lavatory and on approaches. Full grab rails to published specification. | Yes | |
| 3 | Professional cleaning contractor used | Yes | Include cleaning references in contract |
| 5 | Chief Exec and Exec of Rethink Disability approved design as best endeavours | Yes | |

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: Market Green

Persons at risk: All

| Hazard | Likelihood | Severity | Risk Rating |
|---|------------|----------|-------------|
| 1. Injury by Parish Christmas Trees | Unlikely | Minor | Low |
| 2. Injury by Parish Christmas Tree lights | Likely | Serious | Medium |

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | | | 2. | |
| | Significant | | | | |
| | Minor | | | 1. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|---|-----------|--|
| 1 | Lights and phone box checked by qualified electrician | Yes | Check records to be held by Parish Clerk |

Further Actions and Recommendations

| |
|------|
| None |
|------|

Risk Assessment Record

Factor: Physical Risks

Area: URC Ground

Persons at risk: All

| Hazard | Likelihood | Severity | Risk Rating |
|------------------------------------|------------|----------|-------------|
| 1. Obstacles (e.g. old headstones) | Likely | Minor | Low |
| 2. Rubbish left by public | Likely | Minor | Low |

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | | 1. 2. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|---|-----------|------------------------|
| 2 | Clearance of waste as and when necessary; Overgrowth cut back as and when necessary | yes | |

Further Actions and Recommendations

| |
|------|
| None |
|------|

Risk Assessment Record

Factor: Physical Risks

Area: Aspall Road Car Park

Persons at risk: All

| Hazard | Likelihood | Severity | Risk Rating |
|-------------------|------------|----------|-------------|
| 1. Litter | Unlikely | Minor | Low |
| 2. Rubbish dumped | Unlikely | Minor | Low |
| 3. Unsafe parking | Likely | Minor | Low |

| | | | | | |
|------------|-------------|----------|--------|-------------|--|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | 1. 2. | 3. | |
| | Remote | Unlikely | Likely | Very Likely | |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|--|-----------|--|
| 1 | Checked by Street Warden and Councillors | Yes | Check records to be held by Parish Clerk |

Further Actions and Recommendations

| |
|------|
| None |
|------|

Risk Assessment Record

Factor: Physical Risks

Area: Cemetery drive

Persons at risk: All

| Hazard | Likelihood | Severity | Risk Rating |
|-------------------|------------|----------|-------------|
| 1. Ice | Likely | Minor | Low |
| 2. Mud | Likely | Minor | Low |
| 3. Grass cuttings | Likely | Minor | Low |

| | | | | | |
|------------|-------------|--------|----------|----------|-------------|
| Severity | Major | | | | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | | 1. 2. 3. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|--------------------------|-----------|---|
| 3 | Checked by Street warden | Yes | Report records to be held by Parish Clerk |

Further Actions and Recommendations

None.

Risk Assessment Record

Factor: Reputation/Relationships

Area: District/County/Agencies/Police

Persons at risk: Parishioners, council and council employees

| Hazard | Likelihood | Severity | Risk Rating |
|---|------------|----------|-------------|
| 1. Failure to deliver planned objectives | Likely | Minor | Low |
| 2. Lack of support for initiatives/meetings | Unlikely | Minor | Low |
| 3. Late/inappropriate planning/info responses | Likely | Major | Low |
| 4. Parishioners bypassing PC | Likely | Major | Low |
| 5. Breach of confidentiality | Likely | Major | Low |
| 6. Data Protection infringement | Likely | Major | Low |

| | | | | | |
|------------|-------------|--------|----------|----------------|----------------|
| Severity | Major | | | 3. 4. 5. 6. | |
| | Serious | | | | |
| | Significant | | | | |
| | Minor | | 2. | 1. | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|--|-----------|------------------------|
| 1 | Terms of reference for committees and working groups | Yes | |
| 2 | Managed by Clerk | Yes | |
| 3 | Managed by Clerk | Yes | |
| 4 | Open meetings Personal responses District and County Councillors at meetings | Yes | |

Further Actions and Recommendations

Meetings held once per month (apart from August)
Surgeries held in Dove Cottage combined with coffee morning event.

Risk Assessment Record

Factor: Reputation/Relationships

Area: Funding Bodies

Persons at risk: Parishioners

| Hazard | Likelihood | Severity | Risk Rating |
|--|------------|----------|-------------|
| 1. Failure to deliver objectives or timescales | Unlikely | Major | Medium |
| 2. Insufficient progress reporting | Unlikely | Serious | Medium |
| 3. Proven inadequate financial management | Unlikely | Major | Medium |
| 4. Proven incorrect allocation of funding | Unlikely | Major | Medium |

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | | 1. 3. 4. | | |
| | Serious | | 2. | | |
| | Significant | | | | |
| | Minor | | | | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|--|-----------|------------------------|
| 1 | Terms of reference Named responsible cllr | Y | |
| 2 | Terms of reference Named responsible cllr | Y | |
| 3 | Terms of reference Named responsible cllr Internal and external audits | Y | |
| 4 | Clerk / RFO's work and responsibilities monitored | Y | |

Further Actions and Recommendations

None.

Risk Assessment Record

Factor: Reputation/Relationships

Area: Parishioners

Persons at risk: Parishioners

| Hazard | Likelihood | Severity | Risk Rating |
|--|------------|----------|-------------|
| 1. Perceived poor service | Likely | Serious | Low |
| 2. Planning disagreements | Unlikely | Serious | Low |
| 3. Poorly maintained public areas | Unlikely | Serious | Low |
| 4. Perceived waste of money | Likely | Serious | Low |
| 5. Perceived not representing parishioners' interest | Unlikely | Serious | Low |
| 6. Perceived lack of communication | Remote | Serious | Low |

| | | | | | |
|------------|-------------|--------|----------|--------|-------------|
| Severity | Major | | | | |
| | Serious | 6. | 2. 3. 5. | 1. 4. | |
| | Significant | | | | |
| | Minor | | | | |
| | | Remote | Unlikely | Likely | Very Likely |
| Likelihood | | | | | |

| No | Present Controls | Adequate? | Suggested Improvements |
|----|--|-----------|------------------------|
| 1 | Published minutes or report in Newsletter / Parish Mag | Yes | |
| 2 | Open sessions at meetings | Yes | |
| 3 | Clerk's contact details on display | Yes | |
| 4 | List of councillors on display Publication of PC budgets and accounts | Yes | |
| 5 | Minutes on Notice board | Yes | |
| 6 | Access to the Parish Council email / mobile phone / Facebook page | Yes | |