

# Bovingdon Parish Council

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## Risk assessment and management (financial) for the period 1 April 2025 to 31 March 2026

PEOPLE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Adhoc Contractors	<ul style="list-style-type: none"> <li>• Personal Injury through Accident or Assault</li> <li>• Injury to Public</li> <li>• Risks associated with using Parish supplied equipment</li> </ul>	L  L L	<ul style="list-style-type: none"> <li>• Public Liability Insurance</li> <li>• Risk Assessments required from all contractors working on behalf of the Parish Council</li> </ul>	<ul style="list-style-type: none"> <li>• Regular contractors used where possible</li> </ul>
External Contractor with contract - Village Warden & Cleaners	<ul style="list-style-type: none"> <li>• Personal injury through Accident or Assault</li> <li>• Injury to Public</li> <li>• Risks associated with using Parish supplied equipment</li> </ul>	L  L L	<ul style="list-style-type: none"> <li>• Contract reviewed as agreed in the contract</li> <li>• Public Liability Insurance</li> <li>• Insurance, Training on using equipment responsibility of contractor</li> <li>• BPC equipment if electrical is PAT tested every 2 years</li> <li>• Contractors to report any H&amp;S issues and equipment issues</li> <li>• All hazardous substances are stored as per COSHH regulations and recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Review COSHH lists held by contractors</li> <li>• Every 6 months review H&amp;S in all storage areas within MH – add to Hall checklist</li> </ul>
Memorial Hall Hirers	<ul style="list-style-type: none"> <li>• Personal Injury through Accident or Assault</li> <li>• Injury to Public</li> <li>• Risks associated with using Parish supplied equipment</li> </ul>	L  L L	<ul style="list-style-type: none"> <li>• Each hall hire has signed a condition of hire contract</li> <li>• Council has public liability insurance</li> <li>• Hall checked regularly for hazards and reports back from hirers encouraged</li> <li>• Daily Cleaning Routine</li> <li>• Adhoc Hall hirers receive a run through of hall facilities and equipment before hire</li> <li>• Emergency Hall contact number on noticeboard outside main doors</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessments as required</li> </ul>

Reviewed and adopted on: 12th May 2025

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			<ul style="list-style-type: none"> <li>• 6 weekly H&amp;S checks</li> <li>• Risk assessments as required</li> </ul>	
Staff and Councillor Safety in the Office	<ul style="list-style-type: none"> <li>• To the personal H&amp;S of Staff and Councillors</li> <li>• Risks associated with contact with the public</li> <li>• Potential violence</li> <li>• Accidents</li> <li>• Personal injury</li> <li>• Risks associated with using the office and equipment</li> </ul>	L L L L L L	<ul style="list-style-type: none"> <li>• Lockable office door with window incorporated safety chain</li> <li>• Pull down blinds on windows</li> <li>• Intruder alarm on the door</li> <li>• CCTV in the main foyer and office</li> <li>• Any physical/verbal abuse reported to Personnel Committee Chair</li> <li>• Accident book</li> <li>• All hazardous substances are stored as per COSHH regulations and a list of all recorded</li> <li>• Keyboard rest and monitor screen shades if required</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Existing controls adequate</li> <li>• Advice on manual lifting of heavy items e.g., boxes of stationery.</li> <li>• Personal Safety Courses</li> </ul>
Staff and Councillor Safety outside the Office	<ul style="list-style-type: none"> <li>• H&amp;S of Staff and Councillors</li> <li>• Risks associated with contact with the public</li> <li>• Potential violence</li> <li>• Accidents</li> <li>• Personal injury</li> <li>• Banking of cash</li> </ul>	L L L L L L	<ul style="list-style-type: none"> <li>• Any physical/verbal abuse reported to Personnel Committee Chair</li> <li>• Accident Book</li> <li>• H&amp;S is actioned on any adhoc work or volunteer duties within the Memorial Hall or the wider community</li> <li>• Majority of outdoor maintenance to be carried out by contractors</li> <li>• Village Marshals to work strictly to remit agreed by Council to avoid unnecessary confrontation</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessments as required</li> <li>• Personal Accident Insurance in place for permanent accidental injury</li> </ul>
Visitors to Memorial Hall	<ul style="list-style-type: none"> <li>• Personal Injury through Accident or Assault</li> <li>• Injury to Public</li> <li>• Risks associated with using Parish supplied equipment</li> </ul>	L L L	<ul style="list-style-type: none"> <li>• Council has public liability insurance</li> <li>• Hall checked regularly for hazards and reports back from visitors encouraged</li> <li>• Daily Cleaning Routine</li> <li>• Defibrillator outside main doors</li> <li>• Emergency Hall contact number on noticeboard outside main doors</li> <li>• 6 weekly H&amp;S checks</li> <li>• Risk assessments as required</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessments as required</li> </ul>

# Bovingdon Parish Council

EQUIPMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Council owned property	<ul style="list-style-type: none"> <li>• Potential risk of injury e.g., electric shock</li> <li>• Personal Injury</li> <li>• Injury to public</li> </ul>	L L L	<ul style="list-style-type: none"> <li>• H&amp;S checks on Council assets and recorded</li> <li>• Fulfilling lease obligations of Bovingdon pond with DBC</li> </ul>	<ul style="list-style-type: none"> <li>• Regular inspections</li> </ul>
Street Lighting	Risk/injury to third party	n/a	Not applicable to this council	
Use of Parish equipment / Electrical equipment within Memorial Hall	<ul style="list-style-type: none"> <li>• Potential risk of injury e.g., electric shock</li> <li>• Personal Injury</li> <li>• Injury to public</li> </ul>	L L L	<ul style="list-style-type: none"> <li>• Hall equipment checks               <ul style="list-style-type: none"> <li>• Every 2 years PAT test of electrical appliances</li> <li>• Full electrical test every 3 years</li> <li>• Emergency lighting test every year</li> <li>• Annual fire safety shutter</li> <li>• Annual fire equipment tests</li> <li>• Annual gas appliance tests</li> <li>• Every 6 weeks Hall checklist</li> <li>• Weekly defib check</li> </ul> </li> <li>• All Hall Hirers should have any personal electrical item PAT tested as per cond. of hire</li> <li>• Each hall hire has signed a condition of hire contract</li> <li>• Cable protectors provided</li> <li>• Parish Events – covered under individual risk assessments</li> <li>• All hirers / users to report any H&amp;S issues and equipment issues</li> <li>• All hazardous substances are stored as per COSHH regulations and recorded</li> <li>• Where required 'How to use' instructions displayed</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessments as required</li> </ul>
Use of Council owned equipment in public use outside of Memorial Hall	<ul style="list-style-type: none"> <li>• Potential risk of injury e.g., electric shock</li> <li>• Personal Injury</li> <li>• Injury to public</li> </ul>	L M M	<ul style="list-style-type: none"> <li>• Every 2 years PAT test of electrical appliances</li> <li>• Outdoor Events – covered under individual risk assessments</li> <li>• H&amp;S checks on Bus Shelters, noticeboards, Ryder Memorial, benches, interpretation boards</li> </ul>	<ul style="list-style-type: none"> <li>• Regular inspections</li> <li>• Records kept with comments and action taken</li> <li>• Risk assessments as required</li> </ul>

# Bovingdon Parish Council

COUNCIL ORGANISED EVENTS & VOLUNTEERS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Christmas Lighting Scheme	<ul style="list-style-type: none"> <li>Financial Loss</li> <li>Physical Injury</li> <li>Vandalism</li> <li>Reputation</li> <li>Assault</li> </ul>	L L L L L	<ul style="list-style-type: none"> <li>Risk assessment</li> <li>Event plan</li> </ul>	<ul style="list-style-type: none"> <li>Continuous review as part of risk assessment</li> </ul>
Public Events	<ul style="list-style-type: none"> <li>Physical Injury</li> <li>Reputation</li> </ul>	L L	<ul style="list-style-type: none"> <li>Each event to be subject of its own risk assessment in advance</li> <li>Event plan</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Volunteers Deliveries e.g., <del>Bovingdon News</del>	<ul style="list-style-type: none"> <li>Personal Injury</li> </ul>	L	<ul style="list-style-type: none"> <li>Covered by Public Liability Insurance if skilled to do task</li> <li>Risk assessment to cover volunteering roles</li> </ul>	<ul style="list-style-type: none"> <li>Review risk assessment (as applicable)</li> <li>Annual review of public liability insurance</li> </ul>
Volunteers Other e.g., D-day	<ul style="list-style-type: none"> <li>Personal Injury</li> <li>Injury to Public</li> <li>Risks associated with using Parish supplied equipment</li> </ul>	L L L	<ul style="list-style-type: none"> <li>Covered by Public Liability Insurance if skilled to do task</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessment to cover volunteering roles</li> <li>Annual review of public liability insurance</li> </ul>

# Bovingdon Parish Council

DISASTERS / SAFETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Abortive or Unexpected Capital contract costs	<ul style="list-style-type: none"> <li>Loss of public funds</li> </ul>	M	<ul style="list-style-type: none"> <li>High Street Improvement Plans are being discussed. It is too early to assess whether this will be a phased introduction of small improvements or a large scheme involving partners. To mitigate the risk that elections can change the support level for a big scheme it important that significant proposals are either in line with the published wishes of the Neighbourhood Plan OR are given majority support in a public Consultation prior to initial costs being committed.</li> </ul>	<ul style="list-style-type: none"> <li>If a large project is to move forward, then an external expert on Project Risk needs to be employed temporarily</li> <li>Any large-scale borrowing requirement to receive appropriate consents early in the process</li> </ul>
Council records - electronic	<ul style="list-style-type: none"> <li>Loss through:                             <ul style="list-style-type: none"> <li>Theft</li> <li>Fire</li> <li>Damage</li> </ul> </li> <li>Corruption of computer</li> </ul>	M M M M	<ul style="list-style-type: none"> <li>The Council's electronic records are managed by an outside contracted party - Microshade</li> <li>Back-ups of the files are managed by an outside contracted party - Microshade</li> </ul>	<ul style="list-style-type: none"> <li>Existing procedure adequate</li> </ul>
Council records - paper	<ul style="list-style-type: none"> <li>Loss through:                             <ul style="list-style-type: none"> <li>Theft</li> <li>Fire</li> </ul> </li> <li>Damage</li> </ul>	M L L	<ul style="list-style-type: none"> <li>The Council records are stored at the Memorial Hall and at County Archives. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc.</li> <li>Recent materials are in a metal filing cabinet (not fireproof) and safe</li> </ul>	<ul style="list-style-type: none"> <li>Damage (apart from fire) and theft is unlikely and so provision adequate</li> <li>Review Deeds/leases and storage</li> </ul>
Disaster Recovery	<ul style="list-style-type: none"> <li>Loss of key paper-based records in the event of fire etc</li> <li>Ensuring continuity of services</li> </ul>	L L	<ul style="list-style-type: none"> <li>Key records kept in fire-proof safe</li> <li>Other current records stored in filing cabinets</li> </ul>	<ul style="list-style-type: none"> <li>Review Filing system of paperwork and ensure that key documents are either copied and kept as computer files or kept in safe</li> </ul>
Fire	<ul style="list-style-type: none"> <li>Death or Physical Injury</li> <li>Damage to buildings</li> <li>General fire related risks</li> </ul>	L M L/M	<ul style="list-style-type: none"> <li>Fire equipment locations on fire plan</li> <li>All fire exits signed and unobstructed</li> <li>Evacuation procedure and assembly points posted</li> <li>Fire alarm fitted and managed by ADT</li> <li>Fire risk assessment for MH</li> <li>Fire shutter in kitchen area</li> </ul>	<ul style="list-style-type: none"> <li>Documents reviewed yearly</li> <li>Fire equipment serviced regularly as per H&amp;S policy</li> </ul>

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Loss of trained staff	<ul style="list-style-type: none"> <li>• Loss of key skills</li> <li>• Loss of knowledge</li> <li>• Fraud</li> <li>• Health &amp; Safety</li> </ul>	M M L L	<ul style="list-style-type: none"> <li>• Emergency cover is available from either Agencies or neighbouring Parishes. Duties and necessary controls are largely set on a national basis.</li> <li>• Separate Finance Officer helps spread risk</li> <li>• The Council has sufficient reserves to enable training for the CiLCA qualification in the event of the Clerk leaving</li> <li>• The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud</li> <li>• Parish should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role</li> <li>• Membership of the SLCC</li> </ul>	<ul style="list-style-type: none"> <li>• Document key systems and controls</li> <li>• Ensure transparency of finance systems</li> <li>• Purchase reference books where necessary</li> <li>• Monitor working conditions, safety requirements and insurance regularly</li> </ul>
Temporary Closure due to Pandemic	<ul style="list-style-type: none"> <li>• Ensuring Continuity of service</li> </ul>	M	<ul style="list-style-type: none"> <li>• Adequate procedures for remote working and online meetings</li> <li>• All staff have remote access</li> <li>• Virtual meetings via Zoom</li> </ul>	<ul style="list-style-type: none"> <li>• Office equipment to be reviewed annually</li> </ul>

# Bovingdon Parish Council

COUNCILLORS' PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Councillor allowances / expenses	<ul style="list-style-type: none"> <li>• Councillors over-paid</li> <li>• Income tax deduction</li> </ul>	L L	<ul style="list-style-type: none"> <li>• Any expenses are claimed by presenting the relevant receipt to the Council for approval</li> <li>• Expenses are monitored to ensure the budget is not exceeded and expenditure reported to the Council</li> <li>• No allowances are allocated to Parish Councillors</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedure adequate</li> <li>•</li> </ul>
Members interests	<ul style="list-style-type: none"> <li>• Conflict of interest</li> <li>• Register of Members interests</li> </ul>	L L	<ul style="list-style-type: none"> <li>• Councillors have a duty to declare any interests at the start of the meeting</li> <li>• Register of Members Interest forms to be reviewed regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedure adequate</li> <li>• Members to take responsibility to update their Register</li> </ul>

# Bovingdon Parish Council

<b>ASSETS</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Maintenance of assets	<ul style="list-style-type: none"> <li>• Poor performance of assets or amenities</li> <li>• Unsafe work by contractors</li> <li>• Reduced value of assets or amenities – loss of income or performance</li> </ul>	L L M	<ul style="list-style-type: none"> <li>• All assets owned by the Council are regularly reviewed and maintained</li> <li>• All repairs and relevant expenditure for any repair or maintenance is actioned/authorised in accordance with the correct procedures of the Council</li> <li>• Assets are insured</li> <li>• Proper procedures followed in tender documents; risk assessed prior to work being undertaken</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedure adequate</li> </ul>
Noticeboards	<ul style="list-style-type: none"> <li>• Damage</li> <li>• Injury to third parties</li> <li>• Roadside safety</li> </ul>	L L L	<ul style="list-style-type: none"> <li>• Council has 5 wall mounted noticeboards at Hall, 1 wall mounted on Bovingdon Green, 1 free standing Chesham Road, 1 freestanding on Old Dean for maintenance only, sited around the Parish. All locations have approval by relevant parties</li> <li>• Insurance cover, inspected annually</li> <li>• Keys held in the Parish office</li> <li>• Any reports of repairs/maintenance are reported to the Council and dealt with</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedure adequate</li> </ul>
Other assets	<ul style="list-style-type: none"> <li>• Loss or Damage</li> <li>• Damage to third party(ies)/property</li> <li>• Injury to third parties</li> </ul>	L L L	<ul style="list-style-type: none"> <li>• An annual review of assets is undertaken for insurance provision</li> </ul>	<ul style="list-style-type: none"> <li>• Review asset registers annually</li> <li>• Review insurance requirements annually</li> <li>• Review public liability annually</li> </ul>
Street Furniture and Open Spaces	<ul style="list-style-type: none"> <li>• Loss or Damage</li> <li>• Damage to third party(ies)/property</li> <li>• Injury to third parties</li> </ul>	M M M	<ul style="list-style-type: none"> <li>• Asset register listing Council owned property</li> <li>• Inspection by Village Warden contractor yearly for maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Review assets register annually</li> <li>• Review insurance requirements annually</li> <li>• Review public liability annually</li> </ul>



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<b>LIABILITY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Employer Liability	<ul style="list-style-type: none"> <li>• Non-compliance with employment law</li> </ul>	L	<ul style="list-style-type: none"> <li>• Undertake adequate training and seek advice from the Association of Local Councils</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedure adequate</li> </ul>
Legal Liability	<ul style="list-style-type: none"> <li>• Legality of activities</li> <li>• Proper and timely reporting via Minutes</li> <li>• Proper document control</li> </ul>	L L L	<ul style="list-style-type: none"> <li>• Clerk to clarify legal position on proposals and to seek advice if necessary</li> <li>• Council always receives and approves Minutes at monthly meetings</li> <li>• Retention of document policy in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedure adequate</li> </ul>
Legal Powers	<ul style="list-style-type: none"> <li>• Illegal activity or payments</li> <li>• Working Parties taking decisions</li> </ul>	L M	<ul style="list-style-type: none"> <li>• All activity and payments made within the powers of the Council (not ultra vires) and to be resolved and clearly minuted</li> <li>• Ensure established with clear terms of reference</li> <li>• Clerk and RFO to ensure Councillors aware as to their legal powers</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedure adequate</li> </ul>
Minutes/Agendas/ Notices/Statutory documents	<ul style="list-style-type: none"> <li>• Accuracy and legality</li> <li>• Business conduct</li> </ul>	L L	<ul style="list-style-type: none"> <li>• Minutes and agenda are produced in the prescribed method by the Clerk and adhere to legal requirements</li> <li>• Minutes are approved and signed at the next Council meeting</li> <li>• Minutes and agenda are displayed according to the legal requirements</li> <li>• Business conducted at Council meetings should be managed by the Chair</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedure adequate</li> <li>• Guidance/training to Chair should be given (if required)</li> <li>• Members to adhere to Code of Conduct</li> </ul>
Public Liability	<ul style="list-style-type: none"> <li>• Risk to third party, property or individuals</li> </ul>	L	<ul style="list-style-type: none"> <li>• Insurance in place</li> <li>• Risk assessments regularly carried out to comply with requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedures adequate</li> <li>• Ensure risk assessments are carried out</li> </ul>

# Bovingdon Parish Council

GENERAL RISKS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Data protection	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Provision</li> </ul>	L L	<ul style="list-style-type: none"> <li>• The Council holds personal data in accordance with its data protection policy</li> <li>• The Council has a nominated Data Protection Officer</li> <li>• The Council is registered with the ICO (Information Commissioners Office)</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed annually</li> </ul>
Freedom of Information Act	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Provision</li> </ul>	L L	<ul style="list-style-type: none"> <li>• The Council has a Data Protection policy and officer</li> <li>• The Council can request a fee for any information</li> <li>• The Council will react as necessary to requests in accordance with FOI Act</li> <li>• The Council is aware that if a substantial request came in it could create additional hours of work. The Council can request a fee to supplement the extra hours requested to cover the cost of consumables and the clerk's time</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and report any impacts of requests made under the FOI Act</li> </ul>
Meeting location	<ul style="list-style-type: none"> <li>• Adequacy</li> <li>• Health &amp; Safety</li> </ul>	L L	<ul style="list-style-type: none"> <li>• The Council Meetings are held at the Memorial Hall</li> <li>• The premises and the facilities are considered appropriate for the Clerk, Councillors and Public who attend from Health &amp; Safety and comfort aspects</li> <li>• In exceptional cases Council Meetings will be held via Zoom</li> </ul>	<ul style="list-style-type: none"> <li>• Existing location adequate</li> </ul>
Web site	<ul style="list-style-type: none"> <li>• Out of date</li> <li>• Hacked by third party</li> <li>• Legislation</li> </ul>	L L L	<ul style="list-style-type: none"> <li>• Clerk ensures content is updated and reviewed</li> <li>• Maintained by reputable web service provider</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedure adequate</li> </ul>