



Previous Review Date:

27 Mar 2025 Minute 49/25

Updated, Reviewed, Resolved, and adopted by Council on:

26 Mar 2026 Minute 42/26

Next Review Date:

March 2027

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Sunningwell Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
Insurance Assessed likelihood of a claim occurring under each category x impact of not being adequately insured	a. General adequacy	Council/ Councillors	(1 x 3) = 3	The insurance arrangements are reviewed fully on a five- year basis with interim annual checking.	Check limits annually and review full policy every five years. A five-year long-term agreement (LTA) was agreed with Zurich Insurance in June 2022. A full review will be undertaken prior to the renewal in June 2027.	Clerk and Councillors
	b. Cost	Council/ Councillors	(1 x 1) = 1	Review of risk and adequacy of cover (loss / damage, public liability, consequential loss and fidelity guarantee) should be conducted annually.	Review all exclusions in Insurance Policy and take steps to minimize and risk of being insurance claims being rejected.	
	c. Compliance	Council/ Councillors	(2 x 2) = 4	Full review of renewal costs every five years – next 2027.		
	d. Public Liability (statutory)	Council/ Councillors/ General Public	(1 x 3) = 3	Insurance at £10,000,000	Security Event schedules and planning documents. Specific risk assessment for Bonfire night Playground weekly inspections (documented)	Clerk and Councillors
	e. Employers Liability (statutory)	Council/ Councillors, Employee	(1 x 1) = 1	Insurance at £10,000,000	Considered sufficient	Clerk and Councillors
	f. Money	Council/ Councillors	(1 x 1) = 1	No petty cash	Cash collected at events is banked at the first opportunity.	Clerk and Councillors
	g. Fidelity Guarantee	Council/ Councillors	(1 x 2) = 2	Insurance at £50,000	Considered sufficient	Clerk and Councillors
	h. Property	Council/ Councillors	(2 x 2) = 2	Play Equipment: Defibrillators Radar Speed Signs	Weekly inspection Monthly checks Drive-by checks	Clerk and Councillors

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
				Village Hall Car Park Bayworth Triangle Car Park	Regular checks Regular checks	
	i. Libel and Slander	Council/ Councillors	(1 x 2) = 2	Insurance at £250,000 (excess 10% of claim or £1,000 whichever is lower).	Consider an Excess Reserve Code of conduct policy and Councillor training	Clerk and Councillors
	j. Personal Accident	Councillors	(1 x 2) = 2	Insurance at £20,000 (capital sum), £25 (weekly sum).		Clerk and Councillors
	k. Excess	Council	(1 x 1) = 1	£100	Sufficient funds to cover this cost	Clerk and Councillors
	l. Legal Expenses	Council/ Councillors	(1 x 2) = 2	Limit of Indemnity £100,000	Considered sufficient	Clerk and Councillors
Precept	a. Adequacy of precept for the Council to carry out its statutory duties	The Parish	(1 x 2) = 2	To determine the precept amount required, the Council receives budget update information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept	Review starting in November with budget process. Confirm precept requirement in first week of January	Clerk and Councillors

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
				<p>amount to be requested from Vale of White Horse District Council. The figure is submitted by the Clerk in writing.</p> <p>The Clerk informs the Council when the monies are received.</p>		
Budget Provision and Reserves	b. Insufficient available funds	The Parish	(1 x 2) = 2	A full budget needs to be submitted prior to the Precept request. This includes a General Reserve of 6 to 12 months running costs, plus Earmarked Reserves for approved projects.	Existing procedure adequate	Clerk and Councillors
Best Value Accountability	c. Work awarded incorrectly	The Parish/ General Public	(1 x 2) = 2	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work undertaken. For major work competitive tenders must be sought. If problems encountered with a contract, the Clerk would investigate the situation and report to the Council.	Procedure in Financial Regulations	Clerk and Councillors
	d. Overspend on services e. Underspend on services	The Parish/ General Public	(1 x 2) = 2 (1 x 2) = 2		Procedure in Financial Regulations Ensure that maintenance work is delivered to an adequate professional standard, particularly where there is risk of injury to public.	Clerk and Councillors
Contracts and contractors	a. Maintenance contractors	The Parish	(1 x 2) = 2	Standing orders for award of contracts and capital expenditure.	Report on performance and review when appropriate	Clerk and Councillors

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
				Initial contracts awarded for 12 months. Subject to satisfactory performance, subsequent contracts are for three years.	Ensure that maintenance work is delivered to an adequate professional standard, particularly where there is risk of injury to public.	
Payroll and Salary	a. HMRC RTI Information – submit within time limits	Council/ Councillors	(1 x 2) = 2	The Clerk's salary payment is administration has been outsourced since April 2025.	Current procedure adequate. Payroll administration outsourced since April 2025 with payments authorised by 2 councillors	Clerk / Councillor responsible for Internal Control
	b. HMRC End of Year Submission / P60 – submit within time limits	Council/ Councillors	(1 x 1) = 1	The Council must complete the End of Year Submission online within the HMRC timeframe. Outsourced since April 2025.	Current procedure adequate Outsourced since April 2025	Clerk / Councillor responsible for Internal Control
	c. Salary paid incorrectly	Council/ Councillors	(1 x 1) = 1	Salary agreed once NALC briefing has been published; paid by Standing Order.	Outsourced since April 2025. Timesheet completed by clerk each month.	Councillor signatories
	d. Unpaid tax to HMRC	Council/ Councillors	(1 x 2) = 2	Tax is paid at same time as net salary.	Outsourced since April 2025	Clerk / Councillor responsible for Internal Control
Employees	a. Fraud by staff	Council/ Councillors	(1 x 2) = 2	Requirements of Fidelity Guarantee Insurance adhered to with regards to fraud.	Existing procedures adequate	Clerk and Councillors
	b. Health and safety	Council/ Councillors	(1 x 2) = 2	All employees (currently the Clerk) to be provided adequate direction and safety	Monitor health and safety requirements and insurance annually	Clerk and Councillors

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
				equipment needed to undertake their role.		
	c. Clerk resignation / sickness	Council/ Councillors	(1 x 2) = 2	Councillors may act in a temporary capacity at nil pay. Contingency required for advertising, sickness cover etc.	Review contingency in budget annually	Clerk and Councillors
Bank and Banking	a. Inadequate checks	The Parish	(1 x 2) = 2	The Council has Financial Regulations which set out banking requirements.	Financial Regulations reviewed and adopted in January 2026	Clerk
	b. Bank mistakes	The Parish	(1 x 1) = 1	Reconciliation is monthly to pick up on any mistakes.	Existing procedure adequate	Clerk
	c. Payment mistakes	The Parish	(1 x 1) = 1	Online payments should follow the agreed online payment procedure.	Existing procedure adequate Online Payment Procedure requires two-person authorisation. Councillor acting as Independent Financial Controller checks payments independent of those on bank mandate.	Clerk and bank signatories Councillor acting as Independent Financial Controller
	d. Signatories	The Parish	(1 x 1) = 1	To ensure that payments can be made in a timely manner, Council to confirm bank signatories and electronic banking authorisers are up to date. There should be at least three Councillors capable of authorising online payments.	Review Annually in May	Clerk and Council
	e. Credit references	The Parish	(1 x 1) = 1	The Bank performs credit references on signatories.	Existing procedure adequate	Bank
	f. Non-performance /	Council/	(1 x 1) = 1	Avoid pre-payments wherever possible.	Existing procedure adequate	Clerk and Councillors

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
	delivery of third parties	Councillors /The Parish		Vet suppliers thoroughly		
Financial reporting	a. Information communication	The Parish	(1 x 1) = 1	Financial information is a regular agenda item (Financial Report) and discussed / reviewed and approved at each meeting.	Existing procedure adequate	Clerk and Councillors
	b. Annual accounts	The Parish	(1 x 1) = 1	Accounts to be closed at Council Year End 31 March and final Statement submitted to April / May Parish Council meeting for scrutiny and agreement. Clerk / RFO and Chair to sign off.	Existing procedure adequate	Clerk and Councillors
Financial Records	a. Inadequate records	The Parish	(1 x 1) = 1	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate	Clerk and Councillors
	b. Financial irregularities	The Parish	(1 x 1) = 1	The Council has a finance committee that meets to review account quarterly. Any irregularities should be identified on inspection.	Finance committee appointed annually in April	Councillors
VAT	a. Reclaiming	The Parish	(1 x 1) = 1	The Council will make at least one reclaim using the 126 forms annually after the close of the year end provided the reclaim is for more than one calendar month and is over £100. The order must have	Existing procedure adequate	Clerk

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
				been placed by the Council, the invoice made out to the Council and the payment made from Council funds.		
	b. Charging	The Parish	(1 x 1) = 1	The Council is not currently registered for VAT.	Existing procedure adequate	
Audit	a. Annual Return - complete and publish within time limits	The Parish	(1 x 1) = 1	External Audit Annual Return completed and signed by the Internal Auditor and then completed and signed by the Chairman and Clerk / RFO before 30 June and published on the website.	Existing procedure adequate	Clerk and Chairman
	b. Public inspection of documents	The Parish	(1 x 1) = 1	By appointment only, at the Parish Hall or other convenient public place. For the safety of the Clerk, the public are welcome to inspect documents, but with a Councillor present. Annual Inspection dates Notice must cover the first 10 days of July.	Existing procedure adequate	Clerk and Councillors
	c. Internal Audit	The Parish	(1 x 1) = 1	Appoint an independent Internal Auditor.	Existing procedure adequate	Clerk and Councillors
	d. Review of Effectiveness of Audit	The Parish	(1 x 1) = 1	The Council must review its requirements of the internal Audit including scope, independence, competence, relationships, and planning	Existing procedure adequate	Council

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
				following the completion of the Internal Audit.		
Legal Powers	a. Illegal activity or payments	The Parish	(1 x 1) = 1	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings.	Existing procedure adequate	Clerk and Councillors
Minutes / agenda / Notices and Statutory Documents	a. Accuracy and legality	The Council/The Parish	(1 x 1) = 1	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements including publishing on the Agenda and Minutes section of the Parish Council website (www.sunningwell-pc.gov.uk). Previous Draft Minutes are circulated in advance of the meeting, approved, and signed at the next full Council meeting.	Existing procedure adequate	Clerk
	b. Standing Orders	The Council/The Parish	(1 x 1) = 1	Adopted in June 2018 and revised February 2025	Existing procedure adequate Only conduct major review if legislation changes	Council
	c. Financial Regulations	The Council/The Parish	(1 x 1) = 1	Adopted in December 2019 and revised January 2025. Reviewed and readopted January 2026.	Existing procedure adequate Only conduct major review if legislation changes	Council
	d. Business conduct	The Parish	(1 x 1) = 1	Agenda displayed according to legal requirements.	Existing procedure adequate	Clerk and Chairman

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
				Business conducted at Council meetings should be managed by the Chair.		
Council Records	a. Paper	The Parish/ Council/ Councillors	(1 x 2) = 2	Loss through, fire, theft, damage. The Parish Council records are stored in the filing cabinets in the Parish Hall. Records include historical correspondences, minutes, insurance, bank records.	Damage (apart from fire or flood) and theft is unlikely and so provision is adequate. Further archiving of papers with District Council if necessary. Councillors to review contents, dispose of anything not required to be retained, and determine if current arrangements are still needed or whether possible to rely on electronic records. Duplicate keys for filing cabinets kept in home of one designated councillor.	Clerk and Council
	a. Electronic	The Parish/ Council/ Councillors	(1 x 2) = 2	The Parish Council electronic records are stored on Microsoft Cloud ESET antivirus is kept up-to-date.	Existing procedure adequate but could consider having a separate hard drive backup	Clerk
Data Protection	a. Policy provision	The Parish		The Parish Council is registered with the Information Commissioner.	Existing procedure adequate	Clerk and Council

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
	b. Data Protection Officer	The Parish	(1 x 1) = 1	Is not currently necessary.	Review if necessary	
	c. GDPR	Parish	(1 x 1) = 1	Policies for Data Protection, Document Retention, Freedom of Information, and Privacy Notice are available on SPC website	Review only if legislation changes.	Council
Freedom of Information and Environmental Information Regulations	a. Policy	The Parish	(1 x 1) = 1	The Council has a model draft publication scheme in place. To date there have been no formal requests under FOI or EIR	2024 policy adopted. Review draft policy and adopt in 2025/6. Publish on website.	Clerk
	b. Provision	The Parish	(1 x 2) = 2	The Parish Council is aware that if a substantial request came in it could create several additional hours' work.		Clerk / Council
Councillors	a. Losing a Councillor	The Parish	1 x 1) = 1	When a vacancy arises there is a legal process to follow which leads to either a by-election or a co-option process. The more usual is a co-option which starts with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting. The Council tries to draw members from around the Parish to make sure each area is represented.	District Council guidelines are followed	Clerk / Council

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
	b. Losing more than four Councillors to make the Council inquorate	The Parish	(1 x 3) = 3	If there are more than four vacancies at any one time, the Council becomes inquorate and the District Council will take over the running of the Council (at the parish's expense).	Procedures of The Vale of White Horse District Council are adequate	
Election Costs	a. Risk of an election cost	The Parish	(1 x 3) = 3	Risk is higher in an election year. The Council does not formally set aside a sum each year.	Existing procedure is adequate for the four-yearly elections but inadequate in the unlikely event of a by-election.	
Members' Interests and Code of Conduct	a. Conflict of interests	The Parish/ The Council	(1 x 1) = 1	Declarations of interest by members at Council meetings. Legally Councillors need only declare 'pecuniary interests', but many choose to declare other interests and withdraw from discussion if necessary. All interests are recorded.	Existing procedure adequate	
	b. Code of Conduct	The Parish/ The Council	(1 x 1) = 1	Code issued by CDC and adopted in June 2012. It is issued to each Councillor on election to Office.	Existing procedure adequate	CDC
	c. Register of members' interests	The Parish/ The Council	(2 x 1) = 2	Councillors must complete a form on election which must be sent to CDC for publication on their website. Councillors are responsible for ensuring that their own register of	Review Annually	Councillors

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk L x I	Management / Control of Risk	Review / Assess / Revise	Responsibility
				members interests is kept up to date.		
Council Meetings	a. Recording of meetings	The Parish/ The Council	(1 x 1) = 1	While it is legal for recordings to be made of meetings, out of courtesy, and in accordance with the Recording of Meetings Policy, Members of the public are requested to inform the Chair if they wish to record the meeting. The Parish Council will also make a recording if necessary.		Chair

Significant Physical Assets

Assets numbers taken from SPC Asset Register. See Register for location and nominal value.

All assets with listed value >£1,000 included below.

Some assets of lower nominal value also included where a potential risk exists.

#	Asset	Area of Risk/hazard	Who/what might be harmed	Risk L x I	Management/Control of Risk	Review/Access/Revise	Responsibility
1	Sunningwell Village Hall, Garage and Cottage	Structural integrity. Safety of services. Theft	The Parish, hirers, tenant General Public	(1 x 2) = 2	Village Hall Management Committee. Insured by that committee	Check RA & Insurance cover for village hall.	Councillors
3, 18	Village Pond, Environs & Bench	Drowning, injury, accident	The Parish/ General Public	(1 x 3) = 3	Maintenance schedule Signage	Reviewed and renewed annually	Council
4, 26, 49	Bayworth Triangle & Footpath & Car Park	Collision with vehicle Damage to grass	The Parish/ General Public	(1 x 3) = 3	Maintenance schedule	Reviewed and renewed annually Policy reviewed, revised and adopted 2024	Council
10	Children's Playground, Sunningwell	Accident damage to equipment Lack of maintenance	The Parish/ General Public	(2x3) = 6	RoSPA annual inspection plus three private inspections/repairs by MRH Services Weekly documented condition inspections	Inspection procedure reviewed annually, and rapid response to any issues reported.	Council
12, 47, 50, 56	Benches Village Green, Sunningwell (6 with 7th approved) The Triangle, Bayworth (4) Car park, Sunningwell (1)	Accident Theft	The Parish/ General Public	(1x1) = 1	All secured by bolts, screws etc. Regular monitoring, annual maintenance and repair or replacement as required using personnel	Procedure for inspection and maintenance to be agreed before summer 2025	Councillors

#	Asset	Area of Risk/hazard	Who/what might be harmed	Risk L x I	Management/Control of Risk	Review/Access/Revise	Responsibility
					deemed qualified by the Council. Any reports of damage to be included on the next agenda.		
15, 21	Flood prevention dam, Church Farm & #3	Flooding	The Parish/ General Public	(1x3) = 3	Annual inspection of condition. Periodic clear-out of debris. Maintenance as required	Review condition annually	Council
16, 35, 38, 45	Defibrillators Sunningwell, Boars Hill Bayworth Long Furlong	Damage Theft Equipment faulty or out of date	The Parish/ General Public	(2x3) = 6	Monthly inspection and reporting to Community Heartbeat Trust via the WebNos system. Replacement of battery every five years and pads every two years if unused	Procedure considered adequate	Coordinator: Clerk Named people responsible for each defibrillator
22, 48	Village Hall Car Park & Bollards	Vehicle collision with people or property	The Parish/ General Public		Village Hall Management Committee. Insured by that committee	Check risk assessment for Village Hall car Park.	Councillors
24, 33, 57	Sunningwell Village Green, Notice Boards & Swale	Accident Flooding	The Parish/ General Public	(1x2) = 2	Full council plus a parishioner acts as curator of the green and liaises with the council	Policy reviewed, revised and adopted 2024. Update to include swale before summer 2025	Councillors
32	Telephone Kiosk Sunningwell	Damage	The Parish/ General Public	(1x1) = 1	Inspect monthly by named councillor when defibrillator checked No other use permitted	Procedure considered adequate	Councillors

#	Asset	Area of Risk/hazard	Who/what might be harmed	Risk L x I	Management/Control of Risk	Review/Access/Revise	Responsibility
34	Radar speed signs on Foxcombe Road, 4 off	Theft Failure	The Parish/ General Public	(1x1) = 1	Secured by anti-tamper fixtures Monthly inspection	Procedure considered adequate	Councillors
39 - 42	Noticeboards Boars Hill Bayworth Triangle Sunningwell Village Hall Long Furlong	Malicious damage	The Parish/ Council	(1x1) = 1	Regular monitoring when Clerk posts notices, annual maintenance and repair or replacement as required using personnel deemed qualified by the Council. Any reports of damage to be included on next agenda.	Procedure considered adequate	Councillor
53	Dog Waste bins	Public health		(1x2) = 2	Weekly emptying and condition inspection contracted out	Procedure considered adequate	Council
59	Filing Cabinet in Storage room, Sunningwell Parish Hall	Loss of records	The Parish	(1x1) = 1	Ensure location is secure with controlled access (Clerk has key)	Check room regularly for water / damp / rodents/theft Copy key to be kept in home of designated Councillor(s)	Clerk
NA	Wall Village Green, Sunningwell	Accident	The Parish/ General Public	(1x1) = 1	Annual inspection.	Procedure for inspection and maintenance to be agreed before summer 2026	Councillors
NA	Grit bins Village Hall, Sunningwell Beaulieu Court, Sunningwell Bayworth Triangle	Accident	The Parish/ General Public	(1x2) = 2	Ensure all bins are filled with salt by OCC in the autumn. Check maintenance.	Procedure for inspection and maintenance to be agreed before summer 2026	Councillors

#	Asset	Area of Risk/hazard	Who/what might be harmed	Risk L x I	Management/Control of Risk	Review/Access/Revise	Responsibility
NA	Contracts and Contractors	Accident	The Parish/ General Public	(1x1) = 1	Council should take copies of all contractors' Public Liability Certificates or obtain written confirmation of cover. Ensure terms of all new undertakings include indemnity of the Council by the Contractor Schedule review of contracts including responsibility and performance.	Procedure to be established in 202 5 6	Clerk
NA	Bonfire and Firework event	See separate details RA	The Parish/ General Public	(2x3) = 6	See separate details RA	See separate details RA	Councillor

This Risk Assessment was reviewed and adopted on: 26 March 2026

Signed

Chair

Minute Reference

42/26