Salehurst & Robertsbridge Parish Council – Risk Assessment APPROVED June 2025 Reviewing / Updated as at : 11/11/25

Item / Risk	Risk Level	Impact	Implications	Existing Safeguards	Action Required	Date Complied
ADMIN / FINANCE						
Councillors	Low	Med	Injury to self-whilst on council business	Council Personal Accident Insurance		
	Low	High	Sued for libel or slander	Council insurance cover (does not cover slander of another councillor or the Clerk)		
	Low	High	Legal liability for negligent act or accidental error or omission	Council insurance cover whilst on council business.		
Employees general	Low	High	Attack / injury by third party whilst working	Council Personal Accident Insurance Policy	Clerk to check personal car insurances annually.	
	Low	High	Injury in course of work	Council Personal Accident Insurance		
	Low	High	Accident involving car in course of work	Own Comprehensive Insurance covers business use. Evidenced for Clerk. (Not relevant to Asst. Clerk or Caretaker – no business use).		Jan 2025 Clerk yes.
	Low	Low	Loss of "No Claim Bonus"	Council insurance cover if on council business		
	Low	High	Sued for libel or slander	Insurance cover by council (not against councillor!)		
	Low	High	Legal liability for negligent act or accidental error or omission.	Training. Support and guidance from associations i.e. NALC, SALC & SLCC. Council insurance cover up to £250,000		

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	Low	Med	Clerk or Asst Clerk working alone in building – risk of attack, illness, or injury.	Doors locked when alone in building, other than when open to public (normally two people present when open). Appointments noted on calendar. Personal attack alarm on keys. Mobile phone always carried. Family awareness of times/plans.		
Clerk's post vacant or long-term illness	Low	High	Inability to deal with SRPC business. Some critical actions/decisions not taken	Asst. Clerk could cover temporarily with temporary support. Member of SSALC (can supply locum Clerk). Good contacts with Rother Clerks.	Procedures Manual required for critical procedures	
Asst. Clerk post vacant or long-term illness	Low	High	Inability to deal with SRPC business. Some critical actions/decisions not taken	Clerk could cover temporarily with temporary support. Member of SSALC (can supply locum Asst. Clerk). Good contacts with Rother Clerks.	Procedures Manual required for critical procedures	
Internal fraud or corruption	Low	Med	Financial loss to SRPC	Bank statement, bank reconciliations checked by FWG monthly.	None	N/A

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				Budget monitoring reports presented at PC meetings. All payments (electronic or cheque) authorised by 2 Councillors. FWG Members have view /authorise access to bank account to monitor. Internal and external annual audits. Fidelity guarantee insurance cover in place (max £100,000) Payments and receipts monitored by FWG against budget / reported to Council.	Keep fidelity insurance cover under review Encourage direct payment from funeral directors, etc	Ongoing Most receipts now electronic. All payments now electronic.
Errors in Staff Salaries	Low	Med	Either staff paid incorrectly and/or errors made in payments made re PAYE, National Insurance or Pensions.	RFO checks amounts monthly against PAYE, NI and Pension guidelines. HMRC software / Real Time reporting. Level of payments monitored by FWG monthly. Internal Audit checks PAYE, NI and pension process.	FWG to check HMRC records against RBS system and Clerk's spreadsheets	23/24 completed June 2024 **24/25 to be completed**
Financial Records inadequate	Low	High	Inadequate audit trails / transparency. Financial irregularities. Qualified Audit.	Financial Regulations updated in 2022. RFO regular training / updates. Regular monitoring by FWG Internal and external annual audits		**Financial Regs under review by FWG**

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Non-compliance with Laws / Regulations e.g. General Data Protection Regs (incl. GDPR), Accessibility regs etc.	Low	High	Loss of personal data causing issues for third parties Significant fines for data breach	Staff awareness / training / updates Appropriate policies /procedures in place. Staff laptops password protected. Remote (Cloud) backups by M365 Agent. Anti-virus software. Password management system. Members aware / reminded / trained Information storage locked.	Data cleansing ongoing Policies/procedures to be reviewed New compliant website in progress Oct 2025 plus .gov domain **New password management system for Clerks** **Clerks & Member training**	Ongoing **In progress.** **.gov emails complete** **New anti-virus software Oct 2025** **In progress** **In progress**
VAT	Low	Low	Incorrect / insufficient statutory records. Incorrect treatment of VAT and / or failure to register if necessary. Financial loss from failure to reclaim VAT (VAT 126).	RFO training / updates Annual reclaim (VAT 126) Internal Audit.		
DOCUMENTS / DEEDS / FILES	Low	Med	Loss by theft, staff negligence,	Key/confidential docs kept in locked filing cabinet. Office always locked when left. Building secure when not in use; intruder alarm. Historic documents stored at County Records office		

Item / Risk	Risk Level	Impact	Implications	Existing Safeguards	ACTION REQUIRED	Date Complied
	.	Med	Loss or damage by fire or flood	Copies and/or original deeds held by Solicitor (Herringtons, Battle). Documents held in cloud (Microsoft 365) for remote access. Fire alarm in office and throughout building. Not in flood risk area.		
Failure of financial institution(s) with which we lodge funds	Low	High	Possible loss of funds if level above £85,000	Funds held between two providers covered by FSCS (max £85,000 per provider).	Keep balances under review – consider further institution as necessary FWG reviewed November 2025. Further (3rd) institution not urgent, but need will continue to be monitored.	**Reviewed FWG Nov 25**
I.T. equipment	Low	High	Risk of theft	Building locked and alarmed when empty. Bars at office windows. Insurance cover.		
	Low	High	Risk of access to / sabotage of information by unauthorised person	Building locked and alarmed when empty – internal doors locked every time office is unattended. Password required for access to computer data. (Password securely software in place)		
Loss / failure of IT systems	Low	High	Inability to deal with SRPC business	Autosave of documents in Microsoft 365 ; accessible from any machine with internet access. Landline / mobile alternative if one fails.		

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				Contract with I.T. company (Uniserve)		
PARISH OFFICE	Low	High	Injury to employees	Standard H & S practices. Employer's liability insurance.		
	Low	High	Injury to public and visitors	Landlord covers building and third-party insurance – details held by our insurance co.		
	Low	Low	Loss of contents i.e. furniture etc.	Door locked when vacant. Building security measures (access codes, intruder alarm). Insurance cover.	Exterior door code changed periodically	**Changed Sept. 2025**
Damage to SRPC property/ assets	Med	Med	Withdrawn/reduced availability of facilities/assets available to residents	Insurance. Annual risk assessments Ongoing monitoring as individually detailed.	Keep level of insurance cover under review.	Insurance reviewed April 2025
Loss of SRPC property / assets	Med	Med	Reduced availability of facilities/assets available to residents	Insurance. Asset register Annual risk assessments	Ensure asset register accurate and up to date. Keep level of insurance cover under review	New Asset Software in progress.

See next page for Buildings / Land Related

Item / Risk	Risk Level	Impact	Implications	Existing Safeguards	ACTION REQUIRED	Date Complied
BUILDINGS / LAND RELATED						
TREES - Applies to all PC land: Bishops Meadow Cemetery Jubilee Garden / Pipers Field Pocket Park Recreation Ground & car park Land at Clappers	Low	High	Damage by /to trees	Recorded checks by Members carried out annually. Maintenance by contractors as required.	Completed checklists to be retained in Parish Office. Professional tree survey/inspection required every 3 – 5 years – overdue – enquires made with Consultant.	Ongoing Trees at the Clappers in progress (Contractor lead time). **Survey of other areas as soon as feasible**
BISHOPS MEADOW	Low	Med	Injury to persons using area	Recorded checks by Members (AWG) carried out quarterly. Public Liability Insurance £5m. Quarterly inspection of play equipment by contractors and maintenance as required.	Completed checklists to be retained in Parish Office.	Ongoing
	Medium	Low	Damage to picnic benches and play equipment			
	Low	Low	Damage to fences and gates			
	Medium	High	Risk of unauthorised occupation (caravans etc)	Gate to field kept locked (keys held in Parish Office and by Village Steward).		

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CAR PARK Recreation Ground	Low	Med	Risk to persons using area.	Recorded checks by Members (AWG) carried out quarterly.		
	Low	Med	Risk of damage to vehicles	Vehicles parked at owner's risk.	Signage re own risk required	
	Med	Low	Risk of damage or injury by oversize vehicles.	Height restriction barrier at entrance (7')		
CEMETERY	Low	Med	Risk of injury to visitors	Recorded checks by Members (AWG) carried out quarterly. Grass cut as required through growing season by contractor. Path weed treated as required by contractor.	Completed checklists to be retained in Parish Office	Ongoing
	Low	Med	Risk of injury from unstable monuments.	Visual checks by Clerk on every visit. Risk Assessment by Stonemason annually. Remedial action where required by families if traceable or Council.	**Annual memorial check by Stonemason due December 2025**	
	Med	High	Risks associated with grave excavations (collapse, open graves, infection, manual handling)	Experienced grave diggers employed by Funeral Directors (FD) – own risk management / insurance / equipment (checked by FD). When possible, graves dug same day to avoid being left unattended, otherwise covered over / warning tapes / fencing.		

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DOG FOULING (all land and open spaces)	High	High	Unpleasant	Public Spaces Protection Orders (PSPO's) by RDC re dog owners clearing up faeces in all open spaces throughout district. PSPO requires dogs on leads throughout Recreation Ground to help prevent unwitnessed defecation by dogs. Notices advise clearing up faeces and dogs on leads throughout Recreation Ground. PSPO bans dogs from enclosed play area (fenced / self-closing gates / signage). Dog waste bins at Rec. Ground, Bishops Meadow, Jubilee Garden, Knelle Road, Clappers, Church Lane, beside Church, top of Fair Lane and George Hill/Bishops Lane junction (9).		
	Low	High	Risk to health in public and recreational areas			
FLOODING (of river / rain run-off)	High	Med	Risk to Recreation Ground / pavilion – damage / loss of use	Unavoidable risk (in flood plane). Insurance not available on pavilion so measures to minimise damage to pavilion, e.g. metal doors, all walls tiled to 1m, all electrics above 1m, stock of sandbags and door boards. Vigilance and awareness of conditions by Clerks, Caretaker, Village Steward and Cllrs. E.A, Flood Warnings Liaison with EA Local Flood Team by Clerks		

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	High	Low	Play equipment including risk to health from contaminated water.	Equipment materials chosen to withstand flooding. Temporary loss of use during event considered unavoidable and acceptable risk. Following severe flooding Environmental Health guidance followed regarding cleaning prior to use after flood event.		
	High	Low	Risk to Pipers Field / Jubilee Garden – loss of use	In flood plane - temporary loss of use during event considered unavoidable and acceptable risk.		
	Medium	High	Risk to dwellings, shops, businesses, premises and roads in parish	No direct council responsibility. Environment Agency Flood Alleviation Scheme in place. Support to (and by) Rother District Council during event. Clerks distribute information from Environment Agency and other agencies, including EA Flood Warning system. Council involved in Community Emergency Response liaison with key partners (Helping Hands; Darvell Community) WhatsApp group set up.	Parish Emergency Plan to be completed. RDC to advise / support production of Flood plan July 2025	In progress
JUBILEE GARDEN / PIPERS FIELD	Low	High	Injury to persons using area	Recorded checks by Members (AWG) carried out quarterly. Grass cut as required through season.	Completed checklists to be retained in Parish Office	Ongoing

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				Maintenance as required by contractors. Public Liability insurance £12m		
	Medium	Low	Damage by vandalism	Unavoidable risk. Insurance cover (if over excess)		
	Low	High	Risk of unauthorised occupation	Unavoidable risk. Stone planters to deter access by larger vehicles		
PAVILION	High	High	Risk of flooding	See Flooding (Insurance NOT available).		
	Low	Med	Risk of injury to persons using pavilion	Recorded checks by Members (AWG) carried out quarterly. Cleaned weekly by Caretaker during football season. Maintenance as required by Village Steward or contractors. Public liability insurance.	Completed checklists to be retained in Parish Office	Ongoing
	High	Med	Risk of vandalism in or around the Pavilion			
POCKET PARK	Low	High	Risk of injury to persons using the area	Recorded checks by Members (AWG) carried out quarterly. Winter maintenance by contractor. Grass cutting by contractor during season. Public liability insurance £5m.	Completed checklists to be retained in Parish Office	Ongoing

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RECREATION GROUND	Med	High	Injury to persons using area	Recorded checks by Members (AWG) carried out quarterly. Council Public Liability Insurance £12m	Completed checklists to be retained in Parish Office	Ongoing
	Medium	Low	Damage to fences and gates			
	Low	Med	Signage – risk of damage to / injury by			
	Medium	Med	Damage to benches and play equipment			
	Medium	High	Injury to children using play equipment	Safety surfacing installed. Weekly visual checks by Caretaker / Cleaner. Quarterly inspections by registered play company and Annual Inspection by independent Inspector) – reports to Clerk / Council Public Liability Ins. £12m.		
	Medium	High	Danger from cricket played in adjacent (private club) field Injury to persons struck by cricket balls clearing safety fences	Cricket Club risk assessment / duty of care / insurance. Cricket Club has 2m high mesh fence to boundary of playground with cricket field, plus high netting to minimise risk from their activities. Signs put up by CC for public to be 'aware' during play. Remaining risk considered unavoidable / acceptable.	**Monitor** **Monitor**	
	Medium	Med	Dogs not on leads – risk to people using area – due to fear and/or nuisance	RDC Public Spaces Protection Order requires dogs to be on a lead throughout area.		

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RECREATION GROUND (cont)			(see also dog fouling above)	Signs at each entrance advising dogs **must be on a lead THROUGHOUT GROUNDS AT ALL TIMES.**		
	Med	Low	Hire of land for sport / event	Groups and clubs – own Risk Assessments and P.L. and/or sports cover. Own club rules / event management / supervision / stewards. Evidence of such provided to Clerk in advance of event.	New longer lease for RUFC to be issued	Complete – approved by FWG (delegated) Nov 2025
	Low	High	Drowning risk – adjacent stream	Fenced in enclosed play area (toddlers). Overgrown riverbank side vegetation retained as natural barrier. Obvious risk considered unavoidable / acceptable in field.		
	Low	High	Risk of unauthorised occupation	Gate kept locked. Height restriction barrier to car park (also locked in place).		
TOILETS (RECREATION GROUND)	Low	High	Risk of injury to persons using – slips / trips / falls	Recorded checks by Members (AWG) carried out quarterly. Checked daily by caretaker on opening and locking any issues reported to Clerk. Public liability insurance £12m	Completed checklists to be retained in Parish Office	Ongoing
	Medium	Low	Risk of Damage due to Vandalism	Toilets checked daily and locked at night (dusk) by caretaker.		

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				Maintenance when needed. Unavoidable risk.		
	High	High	Risk of flooding	See Flooding (Insurance NOT available). Loss of use during event considered unavoidable and acceptable risk.		
	Low	Medium	Risk to health	Cleaning by Caretaker (3/7) Handwashing signage		
STATION ROAD CAR PARK	Low	High	Risk to persons using area.	Recorded checks by Members (AWG) carried out quarterly. Maintenance as required. Vegetation maintenance / clearing by Steward / contractors as required. Public liability insurance £12m	Completed checklists to be retained in Parish Office	Ongoing
	Low	Med	Walls / fences / hedges – risk of injury /damage by / to			
	Low	Med	Signage – risk of damage to / injury by			
	Low	Med	Risk of damage to vehicles	Vehicles parked at owner's risk.		
	Low	Med	Risk of damage or injury by oversize vehicles.	Use class size to be restricted by signage	Signage in progress	
STATION ROAD PUBLIC TOILETS	Low	High	Risk of injury to persons using – slips / trips / falls	Recorded checks by Members (AWG) carried out quarterly. Daily checks and cleaning by contractor. Public liability insurance £12m	Completed checklists to be retained in Parish Office	Ongoing
	Medium	Med	Risk of Damage due to Vandalism	Toilets locked at night by contractor. Maintenance when needed. Unavoidable risk		

Item / Risk	Risk Level	Impact	Implications	Existing Safeguards	ACTION REQUIRED	Date Complied
THE CLAPPERS – Land at	Low	High	Injury to persons if access area	Recorded checks by Members carried out annually.		
	Low	High	Damage by/to fences	Recorded checks by Members carried out annually. Maintenance by contractors as required.	Completed checklists to be retained in Parish Office	Ongoing
WAR MEMORIAL & CLOCK (Listed Grade II)	Low	Med	Risk of injury to public	Recorded checks by Members (AWG) carried out quarterly. Insurance cover	Completed checklists to be retained in Parish Office	Ongoing
	Low	Med	Risk of vandalism or accidental damage.			
	Low	Med	Loss of use	Weekly clock winding by contractor. Maintenance / servicing as required by contractor.		
	Low	Med	Visual appearance – important and respected asset to community	Garden maintained by British Legion and other volunteers as required. Refurb / maintenance as required by contractors		

OTHER ASSETS

Item / Risk	Risk Level	Impact	Implications	Existing Safeguards	ACTION REQUIRED	Date Complied
BUS SHELTERS	Low	Med	Risk of injury to users	Recorded checks by Members (AWG) carried out quarterly. Insurance cover. Maintain condition to deter vandalism including periodic cleaning.	Completed checklists to be retained in Parish Office	Ongoing

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NOTICE BOARDS	Medium	Low	Damage – accidental or vandalism	Not covered by insurance (under excess level). Budget allocation to maintain.		
SEATS	Low	Low	Risk of vandalism	Insurance cover. Rolling program to renovate and/or maintain. Maintenance by Village Steward.	Consider rolling programme to replace with vandal-proof seats?	
STREET LIGHTS	Medium	Low	Damage by vandalism	Insurance. Most claims below level of excess so not covered. Some treated with anti-vandal paint. Maintenance contract (bulbs as required / 5 yearly painting).		
	Medium	Med	Accidental damage (vehicles, weather, trees)	Insurance cover.		
VILLAGE SIGN	Low	High	Risk of injury to public	Recorded checks by Members (AWG) carried out quarterly.	Completed checklists to be retained in Parish Office	Ongoing
	Low	Low	Risk of damage by accident or vandalism	Considered acceptable risk. – on metal post for strength and to prevent rotting.		

See next page for Appendix (Summary / Schedule of Checks)
APPENDIX

SUMMARY / SCHEDULE OF (RECORDED) CHECKS
Checklists to be used in all instances - available from Clerks. Completed sheets to be returned to Clerks promptly for safe retention.

LAND	WEEKLY	QUARTERLY June/Sep/Dec/Mar	ANNUALLY	3-5 YEARS
Bishops Meadow		AWG		
Cemetery: General Memorials		AWG	 Stonemason (Autumn)	
Jubilee Garden / Pipers Field		AWG		
Pocket Park		AWG		
Recreation Ground & car park		AWG		
Station Road car park & toilets		AWG		
The Clappers			Any Member (Autumn)	
PROPERTY				
Play equipment / safety surfacing	Caretaker	Playground Co.	Registered Inspector (June)	
Bus shelters		AWG		
Pavilion / Toilets	Caretaker	AWG		
Village Sign		AWG		
War Memorial: General Clock	 Clock Man	AWG		
TREES				
Bishops Meadow			Any Member (Autumn)	Professional inspection
Cemetery			Any Member (Autumn)	
Jubilee Garden / Pipers Field			Any Member (Autumn)	
Pocket Park			Any Member (Autumn)	
Recreation Ground & car park			Any Member (Autumn)	
Land at The Clappers			Any Member (Autumn)	