

**Leavenheath Parish Council  
Risk Assessment September 2025.**

<b>Risk Description</b>	<b>Hazard</b>	<b>Physical Controls</b>	<b>Risk Transfer</b>	<b>Residual Risk</b> H/M/L
Employment of Garden Maintenance Contractor	Unsafe Work Activities	Selection of competent contractors only	Parish Council's PL Ins Obtain proof of Contractors PL Insurance	Low
Employment of Parish Clerk	Use of Computers and printing equipment - work station at employees home Lone Working Stress Manual Handling COVID	Work Station Assessment  Access to Chair and other Councillors to discuss issues No requirement to lift unreasonable loads. No requests that counter COVID advice	Parish Council's EL Ins	Low
Members and Volunteers on Council Business	Unsafe Work Activities	Adequate supervision of tasks See use of equipment below Risk Assessment and Risk Minimisation ahead of projects Minute record of projects	PL Insurance PA Insurance Regular reporting	Low
Use of Equipment by Members/Volunteers on Council business	Unsafe Work Activities  Unsafe Equipment	Awareness of who is using the equipment. Use by individuals with protective clothing & equipment Equipment to be maintained on a regular basis	Public Liability Ins  PA Insurance " " " "	Low
Village Green	Trees and shrubs Slips and Trips Playground Equipment Unsafe Sports & Leisure Activities	Obtain and review copy of Village Green Management Committee Risk Assessment	PL Insurance	Low

Contractors	Unsafe work activities	Selection of competent contractors only	PL Insurance Obtain proof of PL Insurance from each Contractor	Low
Councillors	Acting outside of their powers	Standing Orders in place	Libel & Slander Ins Public Liability Ins	Low
Financial fidelity	Councillors or Clerk misappropriate money or property	Financial Regulations and Internal & External Audit	Fidelity Guarantee Ins	Low
Street Lights - 7 The Ridings & Oaklands	Structural failure resulting in partial or full collapse	Maintenance contract includes a structural inspection and reporting system in place	PL Insurance	Low
See Asset Register for full list Including 2 Bus Shelters, Village Sign, Noticeboards, Waste and Grit Bins.	Damage or Structural failure  Longer term deterioration	Annual inspection and continual observation by Councillors Budget funds accordingly	PL Insurance	Low
Village Trees (Parish Owned)	Branches falling from trees in poor condition Tree Collapse	Regular monitoring by Parish Councillors Responding to reports from Parishioners	PL Insurance	Low