



Shipston on Stour Town Council: Risk Assessment

Assessment Type: All Council activities

Assessment Date: 23rd September 2025

Review Date: Annually

Assessor: Cllr Chris Howarth

Approved by Council: 13th October 2025

Review Date: May 2026

1. Scope

This assessment covers the typical activities of Shipston Town Council, including but not limited to:

- **Council meetings and governance**
- **Office administration and staffing**
- **Management of public spaces (e.g. play areas, open spaces, cemeteries, allotments)**
- **Events organised or supported by the Council**
- **Engagement with contractors, volunteers, and the public**
- **Financial management and data handling**

2. Hazards, Risks and Control Measures

Hazard / Risk	Potential Impact	Persons at Risk	Control Measures	Residual Risk
Slips, trips, falls in council offices, halls, public areas	Injury to staff, councillors, or public	Staff, councillors, public	Regular housekeeping, adequate lighting, walkways kept clear, routine inspections of community facilities	Low
Fire in council premises or during events	Injury, fatality, property damage	All building users	Fire risk assessments in place, fire alarms, extinguishers, evacuation plans, staff/councillor training	Low
Manual handling (moving chairs, equipment, event setup)	Back injuries, strains	Staff, volunteers, councillors	Manual handling training, use of trolleys/equipment, avoid lone working on heavy lifts	Low
Use of machinery/equipment (grounds maintenance, contractors)	Cuts, injuries, burns	Contractors, volunteers, staff	Contractors to provide RAMS, Council to verify insurance and competence, PPE required	Low

Play equipment / open spaces	Accidents, injuries	Public, children	ROSPA inspections, routine checks, maintenance log, signage with contact details	Low
Cemeteries / memorial stability	Falling memorials, uneven ground	Visitors, staff	Regular inspection, topple testing, clear signage	Low
Public events (fairs, parades, festivals)	Crowd safety risks, first aid incidents, traffic issues	Public, volunteers, staff	Event-specific risk assessments, traffic management plans, stewarding, emergency procedures, first aid provision	Medium
Road safety during council activities (e.g. litter picks, Christmas lights)	Traffic collision, injury	Staff, volunteers, public	High-vis clothing, signage, risk assessments, coordination with Highways	Low
Safeguarding / working with children or vulnerable adults	Harm, neglect, abuse	Public, volunteers	Safeguarding policy, DBS checks where appropriate, supervision requirements	Low
Lone working (officers, caretakers, contractors)	Assault, accident, medical emergency	Staff, contractors	Lone working policy, mobile phones, check-in procedure	Medium

Financial risks / fraud	Misuse of public funds, loss of assets	Council, taxpayers	Financial Regulations, internal audit, segregation of duties, insurance	Low
Data protection (GDPR)	Data breach, reputational/legal risk	Residents, staff, councillors	Data protection policy, secure storage, password protection, staff training	Low
Cybersecurity	Hacking, phishing, data loss	Council operations	Antivirus software, IT backup, multi-factor authentication, staff awareness training	Medium
Reputation and governance	Loss of public trust, complaints, legal challenge	Council, residents	Code of Conduct, Standing Orders, member training, transparent communications	Low
Weather-related risks (snow, heat, storms)	Cancellations, injury from adverse conditions	Public, staff, councillors	Contingency planning, gritting, event postponement, emergency contacts	Medium

3. Emergency Procedures

- **First Aid:** At least one trained first aider at Council offices and at all events.
- **Fire:** Clear evacuation procedures, regular drills where relevant.
- **Accidents:** Incident/accident book maintained, RIDDOR reporting where applicable.

- Severe Weather: Follow Council emergency planning policy, liaise with County Council and emergency services.

4. Monitoring and Review

- Risk assessment to be reviewed annually, and after any incident, near-miss, or major change in activity.
- Event-specific and site-specific risk assessments to be completed where required.
- Councillors and staff to report hazards promptly.

5. Sign-Off

Assessor: Chris Howarth

Chair of Council: Cllr T Booth

Date: 13th October 2025