

Ickleton PC: Risk Management Schedule

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Purpose

This document constitutes the Council's **Risk Management Schedule** as referenced in the Risk Management Policy.

It identifies key risks, evaluates their likelihood and impact, and records existing controls and any further action required.

Risk categories are aligned with those defined in the Risk Management Policy.

Risk Scoring Method

Each risk is scored using:

- **Likelihood (L):** 1 (Unlikely) to 5 (Certain)
- **Impact (I):** 1 (Low) to 5 (Very High)
- **Risk Score = L x I**

RAG guidance:

- **1–5 = Low (Green)**
- **6–12 = Medium (Amber)**
- **15–25 = High (Red)**

Risk Register

Category	Subject	Risk	L	I	Score	Controls in Place	Further Action Required	Responsible	Review
<i>Property</i>	Assets	Loss/damage to assets or third-party property	2	4	8	Asset register; annual review; insurance; emergency plan; inspections	None currently	Clerk	Annual
<i>Property</i>	Flooding	Flooding of council land/assets	1	3	3	Sandbags maintained; community emergency plan	Review stock annually	Clerk	Annual
<i>Community</i>	Emergency	Major community event (flood/storm/fire)	2	4	8	Emergency Plan with SCDC	Annual review of plan	Clerk	Annual
<i>Property</i>	Lighting	Failure of footway lighting causing injury	1	3	3	Faults reported to authority promptly	None	Clerk	Ongoing
<i>Property</i>	Asbestos	Unknown asbestos exposure during works	1	3	4	No known asbestos; checks before works	Reconfirm if works planned	Clerk	As required
<i>Safety</i>	Public Injury	Injury on council land (playground, recreation ground, chapel, memorials)	3	4	12	Weekly inspections; annual Wicksteed inspection; maintenance	Ensure inspection logs maintained	Clerk	Ongoing

<i>Safety</i>	Contractors	Injury/damage caused by contractors	2	4	8	Insurance checks; competence checks; RAMS for major works	Formalise checklist	Clerk	Ongoing
<i>Safety</i>	Health & Safety	H&S issues affecting Clerk/contractors	2	3	6	Regular reviews; self-assessment	Record reviews formally	Clerk	Annual
<i>Safety</i>	Lone Working	Clerk/contractor unable to summon help	2	4	8	Mobile phone; notify location/return time	None	Clerk	Ongoing
<i>Safety</i>	Meetings	Injury/incident at meetings	1	3	3	First aid kit; defibrillator; phone available	None	Clerk	Ongoing
<i>Financial</i>	Governance	Inadequate experience/decision-making	2	3	6	Training; CAPALC support	Continue training	Council	Annual
<i>Legal</i>	Conflict of Interest	Failure to declare interests	2	3	6	Registers maintained; declarations minuted	None	Clerk	Ongoing
<i>Legal</i>	Compliance	Breach of regulations	2	4	8	Audits; training; Clerk oversight	None	Clerk	Annual
<i>Financial</i>	Accounts	Errors or irregularities in accounts	1	4	5	Monthly reporting; audits	None	Clerk	Ongoing
<i>Financial</i>	Fraud	Loss of funds through fraud	1	4	4	Dual controls; online banking checks	Review controls annually	Clerk	Annual
<i>Financial</i>	HMRC	PAYE/VAT errors	1	3	4	Records kept; payroll outsourced	None	Clerk	Ongoing
<i>IT</i>	Systems	IT failure or cyber attack	2	4	8	Backups; antivirus; cloud storage	Review cyber security annually	Clerk	Annual
<i>Records</i>	Data Loss	Loss of records (fire/theft/damage)	1	5	5	Backups; fireproof storage; archives	None	Clerk	Annual
<i>Reputational</i>	Libel	Defamatory statements (website/publications)	1	3	3	Editorial checks; monitoring; insurance	None	Councillor	Ongoing
<i>Financial</i>	Precept	Inadequate precept/reserves	1	4	5	Annual budget review; reserves policy	None	Council	Annual

4. Monitoring and Review

- The Clerk will maintain and update this document throughout the year

- Any significant change, incident or audit recommendation will be reported to the Council
- This document will be formally reviewed annually

5. Link to Risk Management Policy

This document forms the operational implementation of the Council's Risk Management Policy and should be read alongside it.

Version History

The version history panel provides a history of the changes made to the document from the initial draft to the current version.

Version	Changes made	Date	Made by
1.0	Adopted at the meeting held on 19 th February 2025	20.2.25	Clerk
2.0	Revised to reflect new Risk Management policy and update risk scoring	08.04.26	Clerk
2.0	Reviewed and approved for publication at the Council meeting.	15.4.2026	Clerk & Councillors

