



WEST HANNINGFIELD PARISH COUNCIL

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Risk Assessment Policy Reviewed and Re-Adopted May 2026

1. Purpose

The Council recognises that it has a responsibility to manage risk to ensure the safe, efficient and lawful delivery of its services.

This policy sets out how risk is identified, assessed, and managed.

2. Risk Management Approach

The Council uses a simple risk assessment system based on:

- Likelihood of occurrence
- Impact of occurrence
- Overall risk score

This allows the Council to prioritise actions and mitigation measures.

3. Scoring System

Likelihood

Score	Description
1	Rare
2	Unlikely
3	Possible
4	Likely

Impact

Score	Description
1	Minor
2	Moderate
3	Major
4	Critical

4. Risk Calculation

Risk is calculated by:

Likelihood × Impact = Risk Score

Score	Risk Level
1–4	Low
5–8	Medium
9–12	High
13–16	Critical

5. Risk Management

The Council will:

- Identify key risks affecting its activities
- Assess risks using the scoring system above
- Implement controls to reduce risks where appropriate
- Review risks at least annually or when significant change occurs

6. Review

This policy will be reviewed annually by Full Council.