

**WESTCOTT PARISH COUNCIL RISK ASSESSMENT – 2019/20**

This Risk Assessment was agreed by the Council on 25<sup>th</sup> June 2019 (minute 100/19). To be reviewed again in twelve months  
(Level: H = High; M = Medium; L = Low)

AREA	RISK	LEVEL	CONTROLS IN PLACE	ACTION REQUIRED
ASSETS	Damage to Council land	L	Frequent inspections,	Add insurance cover immediately
	Impact or vandalism to street lights	L	Insurance cover in place	
	Street lights - wear and tear/public safety	L	Quarterly maintenance contract	
	Damage to play equipment	M	Adequate insurance cover, annual professional inspection and regular local inspections by councillors	
	Damage to notice boards, seats, bins, etc	L	Adequate insurance cover	
	Supply of office equipment	M	Contingency sum in budget	
	Any new assets	L	None	
FINANCE	Loss through theft or dishonesty	L	Two cheque signatures required by councillors No petty cash held All payments authorised by Council Fidelity insurance cover Quarterly statements to Council Financial Regulations	
	Accuracy and legality of End of Year Accounts	M	Appointment of competent Clerk On-going training Competent Internal Auditor Approval by Council External Audit provides double check	
	Insufficient budget provision	M	Proper consideration of budget in December/January each year Inclusion of contingency sum in budget Adequate balances kept in hand Realistic precept set	
	Compliance with HM. Customs & Excise Regulations	L	Clerk to reclaim VAT regularly	
	Compliance with Local Audit & Accountability Act and Transparency Regulations	L	Publication of documents on Parish Council website	
LIABILITIES	Public liability	H	Adequate insurance cover Regular local play area inspections Annual qualified inspection	Records to be kept Reports to be retained
	Churchyard and Burial Ground	M	Regular inspections including headstones and logbook kept	

LIABILITIES (continued)	Employer liability	M	Current contractors are insured	Ensure new contractors are insured
	Comply with Employment Law	M	Advice taken from BALC when appropriate	
	Lone home working	M	Public inspection of documents by appointment only If any risk is perceived only meet with a councillor present and at a neutral venue	
	Compliance with HMRC Regulations	L	Use of HMRC/RTI reporting Internal & External Auditors carry out checks	
	Accidents	L	Insurance cover in place for accidents to Clerk and councillors	
	Volunteers	L	None	Insurance cover for volunteers if required
	Clerk's resignation / sickness	M	Councillors may act in temporary capacity at nil pay	Make provision for pension/retirement gratuity Contingency for advertising, overlap salary, temporary sickness cover
	Legal liability	L	Minutes are properly kept, approved and signed and draft published on council website Membership of BALC Insurance cover in place Guidance notes received for new legislation (e.g. FOI Act, Race Relations Act, Code of Conduct)	

LIABILITIES (continued)	Proper document control	M	Data stored to comply with the Data Protection Act Documents retained according to legal requirements	
	General Data Protection Regulation (GDPR)	M	Personal data records only kept according to legal requirements and not used for any other purpose	
	Councillor propriety	M	Code of Conduct to each member Register of Interests completed Regular agenda item to remind members of Interests including gifts and hospitality. Standing Orders in place Copies of Standing Orders and Financial Regulations held by all members Libel and slander insurance cover in place	Copies of Standing Orders, Code of Conduct and Financial Regulations to be provided to any new members of the Council and to be reviewed regularly
MISCELLANEOUS	Unexpected major events Loss of Council records, deeds, leases  Unexpected litigation against the Council Use of chemicals and COSHH regulations Personal danger	L L  M H H	Bank balances adequate Old minute books in BCC Archives, other records with Clerk Recent minutes/accounts kept by members Use of NALC's solicitor Risk Assessment carried out before use Personal protective equipment to be considered when working on or near the highway (e.g. litter picks and speed watch)	