

## RISK ASSESSMENT & MANAGEMENT

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Westcott Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required

This Risk Assessment was agreed by the Council on 18<sup>th</sup> May 2021 and will be reviewed annually or earlier if so required by legislation or additional material.

(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 streetlights	L	Insurance cover in place	
	Streetlights - 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	

	Compliance with HMRC	L	Realistic precept set	
	Compliance with Local Audit & Accountability Act and Transparency Regulations	L	Clerk to reclaim VAT regularly 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
	Churchyard and Burial Ground	M	Regular inspections including headstones and logbook kept	Reports to be retained
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 councilors	
	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	L	Bank balances adequate	
	Loss of Council records, deeds, leases	L	Old minute books in BCC Archives, other records with Clerk Recent minutes/accounts kept by members	
	Unexpected litigation against the Council	M	Use of NALC's solicitor	
	Use of chemicals and COSHH regulations	H	Risk Assessment carried out before use	
	Personal danger	H	Personal protective equipment to be considered when working on or near the highway (eg litter picks and speed watch)	