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 18th 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	No action required
	Impact or vandalism to streetlights	L	Insurance cover in place	No action required
	Streetlights - wear and tear/public safety	L	Quarterly maintenance contract	No action required
	Damage to play equipment	M	Adequate insurance cover, annual professional inspection and regular local inspections by Councillors / clerk	Currently reviewing all equipment and planning a renovation project
	Damage to notice boards, seats, bins, etc	L	Adequate insurance cover	No action required
	Defibrillator and cabinet	L	Monthly checks and top up equipment held inside Cricket Club	No action required
	Any new assets	L	None	No action required
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	No action required
	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	No action required

	Insufficient budget provision Compliance with HMRC Compliance with Local Audit & Accountability Act and Transparency Regulations	M L L	Proper consideration of budget in December/January each year Inclusion of contingency sum in budget Adequate balances kept in hand Realistic precept set Direct debit for PAYE in place Clerk to reclaim VAT annually Publication of documents on Parish Council website	No action required No action required No action required
LIABILITIES	Public liability Churchyard and Burial Ground	H M	Adequate insurance cover Regular local play area inspections Annual qualified inspection Regular inspections including headstones and logbook kept	No action required Annual inspection to take place September 26
LIABILITIES (continued)	Employer liability Comply with Employment Law Lone home working	M M M	Current contractors are insured Advice taken from MKBALC when appropriate Public inspection of documents by appointment only If any risk is perceived only meet with a councillor present and at a neutral venue. DSE for clerk in situe and reviewed annually	No action required No action required No action required

	Compliance with HMRC Regulations	L	Use of HMRC/RTI reporting. Use of qualified external accountancy services for wage purposes Internal & External Auditors carry out checks	No action required
	Accidents	L	Insurance cover in place for accidents to Clerk and Councillors	No action required
	Volunteers	L	None	Insurance cover will be obtained 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 MKBALC Insurance cover in place Guidance notes received for new legislation (e.g. FOI Act, Race Relations Act, Code of Conduct)	No action required
LIABILITIES (continued)	Proper document control	M	Data stored to comply with the Data Protection Act Documents retained according to legal requirements	No action required

	General Data Protection Regulation (GDPR)	M	Personal data records only kept according to legal requirements and not used for any other purpose	No action required
	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. Insurance cover in place. Risk Assessment carried out before use Personal protective equipment to be considered when working on or near the highway (eg litter picks and speed watch)	No action required No action required No action required No action required No action required