

Watermead Parish Council

Risk Assessment and Management 2016

ASSETS

Notice boards, dog bins, litter bins, seating

Risk	Level	Description of risk	Suggested control mechanism
Theft of any/all	L	The need to replace the stolen furniture	Insurance cover
Damage to any/all	M	The need to repair or replace damaged furniture	Regular maintenance inspections Insurance cover – all risks

Village View Equipment

Risk	Level	Description of risk	Suggested control mechanism
Theft	L	The need to replace stolen equipment	Insurance cover Replacement funds in reserve Immediate short term alternative equipment?
Loss of data	M	The need to replace lost data for issue in production	Backup data

Clerks Office

Risk	Level	Description of risk	Suggested control mechanism
Loss of equipment	L	Are the clerk's premises adequately covered against attack, burglary, nuisance and fire	Installation of safety devices (e.g. locks) Installation of smoke alarms Immediate short term alternative equipment?
Fire damage	L		Installation of smoke alarms
Physical attack	L	Potential claim against parish council	Insurance cover (personal accident)

Office Equipment

Risk	Level	Description of risk	Suggested control mechanism
Theft of clerk's own computer	L	The need to find an alternative in the short term to allow clerk to continue working	Replacement funds held in reserve
Loss of data and records	M	The need to replace lost computer data through power failure or theft The need to replace records	Install anti-virus software Backup routines
Breakdown of clerk's own computer	L	The need to provide alternative equipment to allow clerk to continue working	Funds in reserve for maintenance

COUNCIL FINANCES (see in conjunction with Financial Regulations)

Risk	Level	Description of risk	Suggested control mechanism
Financial prudence and probity	L	Potential damage to parish council's reputation	Ensure annual precept is agreed within sound budgetary arrangements Regular budgetary monitoring statements Internal audit assurance
Fraudulent activity	L	Financial loss	Two councillor signatories to each cheque and corresponding invoice Council to authorise payments at monthly meetings Internal audit checks
Money	L	Losses (not included under fraudulent activity)	Cash (petty cash) and cheque book kept in locked cash box Cheques received are banked as soon as practicable after receipt To minimise potential loss, a maximum of £300 petty cash to be held at any one time

MAINTENANCE CONTRACTORS

Risk	Level	Description of risk	Suggested control mechanism
Breach of contract	M	The need to monitor that works by contractors are properly carried out	Monitoring procedures of designated councillors Payment procedures
Negligence		Potential claim against the parish council	Check their public liability insurance cover

COUNCILLORS AND EMPLOYEES

Risk	Level	Description of risk	Suggested control mechanism
Probity of parish councillors	L	Potential damage to parish council and councillors' reputations	Agenda item at every meeting – "to receive any declarations of interest"
Negligence	L	Potential claim against parish council	Insurance cover – employer's liability
Libel and slander	M	Potential claim against parish council	Insurance cover
Personal accident	L	Potential claim against parish council	Insurance cover – personal accident (applies to volunteers as well)
Absence of clerk	L	The need to ensure short term cover for the clerk during holidays and illness	Assistant Clerk & Approach BALC

Absence of freelancers	L	The need to ensure cover for production of each issue of Village View	Find a short term alternative
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VILLAGE VIEW

Risk	Level	Description of risk	Suggested control mechanism
Loss of advertising income	M	The need to ensure that all debts are collected promptly	Monthly statements sent out to debtors Council given regular updates of bad debtors Six months credit (2 issues) before debt collection proceedings started Reserve funding to cover bad debts written off

Village Halls

Risk	Level	Description of risk	Suggested control mechanism
Theft of tables, chairs and other equipment	L	The need to replace	Ensure building is secure
Negligence	L	Potential claim against parish council	Insurance cover – employer’s liability
Libel and slander	M	Potential claim against parish council	Insurance cover
Personal accident	L	Potential claim against parish council	Insurance cover – personal accident (applies to volunteers as well)
Absence of Manager	L	The need to ensure short term cover for the manager during holidays and illness	Managers contract ensures cover
Health & Safety	M	The need to ensure premises are compliant	Weekly check of all equipment and services
Electrical and Gas	H	The need to ensure supplies and equipment are secure	Annual PAT test and Gas certificate

Lakeside Land including Allotments

Risk	Level	Description of risk	Suggested control mechanism
Water hazards	L	Potential claim against parish council	Ensure adequate signage. Annual ROSPA inspection.
Negligence	L	Potential claim against parish council	Insurance cover – employer’s liability
Assets	M	Potential claim against parish council	Insurance cover
Personal accident	L	Potential claim against parish council	Insurance cover – personal accident (applies to volunteers as well)
Outdoor Gym	M	Potential claim against parish council	Regular inspection and annual ROSPA inspection
Footways and Bridges	M	Potential claim against parish council	Ensure adequate signage. Regular inspection to ensure walkways are clear and annual ROSPA inspection.

Sluices	H	Flooding	Regular inspection to ensure sluices are clear
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