

FILLONGLEY PARISH COUNCIL



RISK ASSESSMENT POLICY

AREA	RISK	LEVEL	CONTROL
Assets	Damage to buildings	Medium	<ul style="list-style-type: none"> • Insurance of football changing room
	Damage to other assets	Medium	<ul style="list-style-type: none"> • Respond to maintenance issues in a timely manner
	Damage/Wear to play equipment	High	<ul style="list-style-type: none"> • Weekly visual checks, quarterly checks (NWBC) and RoSPA Annual check to be undertaken on play equipment.
Finance	Loss of cash through theft or dishonesty	High	<ul style="list-style-type: none"> • Multiple signatures (2) on all cheques raised. • Cheques to be raised at a scheduled PC meeting wherever possible. • No post-meeting cheques to be raised without prior approval at a scheduled PC meeting. • Any post-meeting cheques raised to be recorded in the following monthly PC meeting Minutes under Finance. • No signatory to any cheque to be related to the payee.
	Financial controls and records	Medium	<ul style="list-style-type: none"> • Ensuring that cheque numbers match invoices and are recorded in PC Minutes under Finance. • Quarterly finance reports/audit by Councillors • Six monthly internal audit • Annual external audit
	Comply with Customs and Excise Regulations	Low	<ul style="list-style-type: none"> • VAT forms to be submitted annually
	Sound budgeting to underlie annual precept		<ul style="list-style-type: none"> • An accurate account of annual PC spending to be kept and a budget to be carried out at the end of each year in order to establish sufficient precept allowance is applied for.

	Complying with borrowing restrictions	Low	<ul style="list-style-type: none"> No borrowing planned
PUBLIC LIABILITY	Risk to third parties As consequence of asset ownership (esp. burial ground & playground)	Medium	<ul style="list-style-type: none"> Accuracy/cover of Insurance Policies to be checked annually. Weekly checks of playgrounds and skatepark. Written records kept 6 months Monthly checks by ROSPA of playgrounds and skateboard park.
	Risk to third parties in open spaces	High	<ul style="list-style-type: none"> Insurance in place. Open spaces checked regularly. Trees investigated when damage reported.
LEGAL LIABILITY	Ensuring activities are within legal powers	High	<ul style="list-style-type: none"> Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	Medium	<ul style="list-style-type: none"> Council meets twice a month and receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Town Hall and via the web site.
	Proper document control	Medium	<ul style="list-style-type: none"> Leases and legal documents in Clerk's room.
MEMBER LIABILITY	Declarations of interest. Gifts, hospitality	Medium	<ul style="list-style-type: none"> Disclosure of Interests completed on assumption of Office. Featured on each Agenda Chairman asks for Declarations at each meeting
EMPLOYER LIABILITY	Comply with Employment Law	Medium	<ul style="list-style-type: none"> Membership of WALC and follow advice given Evaluate Health & Safety issues. The Parish Council will satisfy themselves that any contractor employed by them complies with the relevant sections of the Code of Practice for Safety at Streetworks and Roadworks.
	Comply with Inland Revenue requirements	Medium	<ul style="list-style-type: none"> Regular advice from Inland Revenue. Internal and external auditor carry out annual checks.

HEALTH & SAFETY LIABILITY	Risk to members, employees and members of the Public	Medium	<ul style="list-style-type: none">• Comply with Health & Safety guidelines.
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Updated : 10/05/19

Adopted :