

## Berryfields Parish Council

### Risk Assessment and Management 2016 – Next review date May 2017

#### ASSETS (To be updated when assets acquired)

##### Notice boards

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

##### Berryfields News

Risk	Level	Description of risk	Suggested control mechanism
Incorrect insertion of advertisement	L	Advertisement appears with incorrect information/contact numbers etc.	Immediate correction free in next issue. Ensure advertisement provided by advertiser in finished artwork format jpeg or png.

##### 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? Funds available from reserves to purchase replacements
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 McAfee Backup routines – all files stored in cloud storage and important documents in shared BPC OneNote space

Breakdown of clerk's own computer	L	The need to provide alternative equipment to allow clerk to continue working	Funds in reserve for maintenance and to pay maintenance contract.
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**COUNCIL FINANCES (see in conjunction with Financial Regulations)**

<b>Risk</b>	<b>Level</b>	<b>Description of risk</b>	<b>Suggested control mechanism</b>
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 RFO to authorise online payments <b>approved by Councillors</b> Parish Clerk may pay for items of agreed and budgeted expenditure up to £500 by means of debit card 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**

<b>Risk</b>	<b>Level</b>	<b>Description of risk</b>	<b>Suggested control mechanism</b>
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, minimum indemnity limit £10,000,000.

## COUNCILLORS AND EMPLOYEES

<b>Risk</b>	<b>Level</b>	<b>Description of risk</b>	<b>Suggested control mechanism</b>
Probity of parish councillors	L	Potential damage to parish council and councillors' reputations	Agenda item at every meeting – “to receive any declarations of interest” All Councillors must abide by Code of Conduct
Negligence	L	Potential claim against parish council	Insurance cover – employer’s & public liability for all its activities with £10,000,000 indemnity limit
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	Periods of absence will be advertised by email auto response from Clerk’s office stating dates when Clerk not available. Where necessary, temporary cover will be sought.

### Temporary Village Hall – Project work will include full risk assessment of works, plant and temporary buildings prior to start of work

<b>Risk</b>	<b>Level</b>	<b>Description of risk</b>	<b>Suggested control mechanism</b>
Fundraising	L	Activities not licenced or H & S not carried out  Fraud/theft	Parish Clerk / RFO to ensure compliance with local licencing and insurance, health & safety requirements as Safety Officer for BPC.  All monies received

**Land – full risk assessment of all land transferred to BPC before transfer by Land Working Group/Committee to be set up: Initial Risk assessment**

<b>Risk</b>	<b>Level</b>	<b>Description of risk</b>	<b>Suggested control mechanism</b>
Water hazards/SUDS/ponds/ditches	L	Potential claim against parish council	Ensure adequate signage. Annual ROSPA inspection and Inspector's advice and requirements completed
Negligence	L	Potential claim against parish council	Insurance cover – Public Liability covered by BPC insurance policy
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)
Play and other equipment	M	Potential claim against parish council	Regular inspections and annual ROSPA inspection. Parish Clerk to undertake Play Area Inspection course & carry out weekly visual inspections of all play equipment calling engineering support where necessary from manufacturers for damaged equipment. All damaged equipment to be closed as soon as practicable with signage advising that the item is closed for repair
Footways and Bridges on BPC Land	M	Potential claim against parish council	Regular inspection to ensure walkways are clear and annual ROSPA inspection.
Sluices/grilles/SUDS areas	H	Flooding	Regular inspection to ensure sluices are clear (if applicable)