

Berryfields Parish Council

Risk Assessment and Management 2019 – Next review date February 2020

ASSETS (To be updated when assets acquired)

Risk	Level	Description of risk	Suggested control mechanism
Noticeboards 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	Regular maintenance inspections & checking of locks
Parks & other PC land	M	<p>Play equipment damaged or tampered with</p> <p>Vandalism to land, bins, surfaces, other items</p> <p>Dog fouling and litter.</p> <p>Grass overgrown/weeds/thistles etc.,</p>	<p>Regular inspections at least fortnightly.</p> <p>All Parish Clerk team to be trained and qualified as RPII Regular Inspectors plus general technical contractor (D Lucas).</p> <p>If found at regular inspection emergency repairs/removal/closure of item to be carried out as soon as practicable.</p> <p>All play equipment insured to enable replacement in the event of damage beyond repair.</p> <p>CCTV coverage with ANPR and monitoring as required.</p> <p>Provision of sufficient bins, regular emptying and maintenance.</p> <p>Signage to discourage dog walkers from leaving dog waste on ground and not putting in bin.</p> <p>Regular litter picks of parks during grass cutting season.</p> <p>Maintenance contractor in place to carry out regular cuts, herbicide application around legs of equipment and other areas to prevent weeds. Hedge cutting outside nesting season. Removal arisings from grass cuttings from paths to prevent slippery surfaces when wet.</p> <p>Maintain parks to high standard to provide enjoyment and discourage anti-social behaviour.</p>

Berryfields News

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

Clerk's 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 & IT

Risk	Level	Description of risk	Suggested control mechanism
Theft of Council's laptop computers & Tablets	L	Theft from burglary of employees' homes/offices. Theft from car	Ensure premises locked when leaving. Keep in locked boot if left in car. Do not leave in car unless strictly necessary. Insure for 'All Risks'.
Damage to Council's printer	L	Damaged by accidental cause	Insure for 'al risks'. Ensure printer on kept on suitable surface
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 Live Safe on all Council computers. Backup routines – all files stored in cloud storage (Dropbox) and all important documents in paper format stored in fireproof cabinet in Gatehouse, Watermead, away from office.
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.
Breakdown or damage to PC laptop computers or tablets	L	Stop working	Maintenance contract with support in place.
Loss of data	M	Lost data	Install all updates when available. Install and keep up to date anti-virus software on all IT equipment.
	M	Retain all documents in cloud storage.	Paid for Dropbox with access by employees. Backup external drive to be purchased and used to back up all computer data on regular basis.

Personal and all data	M	Non compliance with Data regulations	<p>All data to be kept in cloud storage not on personal computers with back up copies. All individual data to be retained for the absolute minimum period.</p> <p>PC to be registered with Data Commissioner with Data Protection Licence.</p> <p>Clerk to ensure PC complies with all regulations in respect of data at all times.</p> <p>All councillors will use only their @berryfieldspc.org email address for council business. No personal email addresses must be used and all data is subject to Freedom of Information request disclosure.</p>
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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 present. RFO to authorise online payments approved by Councillors 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. NO PETTY CASH KEPT Cheques received are banked as soon as practicable after receipt

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 carried out regularly by Parish Clerk's team. Payment procedures ensure work carried out to standard before payment made.
Negligence		Potential claim against the parish council	Check their public liability insurance cover, minimum indemnity limit £10,000,000.

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” All Councillors must abide by Code of Conduct, Standing Orders and other council policies in force from time to time.
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. All councillors must be aware of the possibility of legal action against the council, in particular in expressing personal views. Care must be taken to ensure the Code of Conduct.
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. Deputy Parish Clerk & Assistant will undertake duties as required in the absence of the Clerk. Qualified Clerk available at all times to assist in absence of Parish Clerk (Watermead PC Clerk)..

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

Risk	Level	Description of risk	Suggested control mechanism
Fundraising	L	Activities not licenced or H & S not carried out Fraud/theft Grant application completed incorrectly.	Parish Clerk / RFO to ensure compliance with local licencing and insurance, health & safety requirements as Safety Officer for BPC. All monies received handed to Parish Clerk and banked as soon as practicable after counting. All applications to be checked and signed by Parish Clerk and copies retained in records.
Planning Matters	L	Non compliance with planning permission or archaeology requirements	Expert advisors and architect with experience and knowledge of this type of development. Regular contact with planning department and officers to ensure all going according to plan.
Tendering	L	Tender documents do not adequately quantify required build and associated works.	Employ subject matter experts to provide inputs to documents and appoint suitably qualified expert to prepare documentation for Council's approval.
Development	M	Varied	Select contracting company capable of offering turnkey operation for development of each part of the Park.
Bankruptcy of contractors/advisors	L	Not able to complete project. Not able to meet warranties and guarantees in medium to long term	Carry out due diligence including credit checks and likelihood of longevity. Use recommended contractors with track record of similar development. Take up references from recent customers. Undertake visit to check.

Allotments	L	Damage to fences, gates, hedgerows	Insured for all possible perils including vandalism.
	M	Non-cultivation	Clause in Allotment Leases that allotment holders must cultivate their plots. If they fail to do so they will receive notice to quit.
	L	Water supplied not paid for	All allotmentees will pay a proportion of the cost of water payable within 14 days of demand – usually annually based on consumption. N/A at present with Free Aqua Wells no charges expected.
Roman Park & Allotment gardens	M	Access by travellers	Gates with padlocks / combination locks at entrances and entrance to each allotment garden. All gates to be locked shut. All councillors and allotmentees asked to check that the gates are closed and locked whenever they pass, and when they visit their plots.
Cars causing damage to land	M	Damage to grassed areas and cut sections of land before construction starts	No driving on land unless the weather has been dry for several weeks and land is firm. Policed by allotmentees and regularly checked by Clerk and Assistant Clerk and all councillors where possible.
Fire/damage to plots and sheds/gates/fences	L	No bonfires allowed.	Only pre-arranged bonfire days can be held at allotments, and only if weather conditions permit with strict adherence to Health & Safety. Bonfires must be within a metal incinerator and not directly on the ground. Insure fences, gates & fixtures.
Injury	L	No children allowed in allotment area unless accompanied by adults	All gardening implements and machinery to be placed in sheds or removed from garden when leaving. No glass or other sharp materials to be left on the ground. All broken glass, pots, sharp items to be removed as soon as practicable.

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

Risk	Level	Description of risk	Suggested control mechanism
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)