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| **Shillingstone Parish Council Risk Assessment**  |

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| **COUNCIL** |  |  |  |  |
| **Subject**  | **Risk(s) Identified/ Injury** | **Risk Level** | **Management/Control of Risk/ Remedial action as required to reduce risk.** | **Review/Assess/Revise** |
| **Council Actions** | **Accident or incident as result of council action or negligence** | **L** | **Standing orders, training of clerk and councillors, public liability insurance**  | **Annual Review of Standing Orders, Annual insurance renewal** |
| **Litigation** | **Council being sued** | **L** | **Standing orders, training of clerk and councillors, legal expenses insurance** | **Annual Review of Standing Orders, Annual insurance renewal** |
| **Injury to employee or volunteer** | **Injury resulting from council actions/failures** | **M** | **Employer’s liability insurance****Risk assessment and guidance** | **Annual renewal of Insurance, review of risk assessment** |
| **Children** | **Claim involving minor** | **L** | **Child Protection Policy, public liability insurance** | **Annual policy review** |
| **Cost of election** | **Cost of election** | **L** | **Reserves to cover**  | **Monthly reserves check** |
| **Cost of referendum** | **Cost of referendum** | **L** | **Good governance to limit risk; cost to be covered from reserves/precept** | **Monthly reserves check** |
| **Business Interruption to use of property** | **Costs due to non or limited function** | **L** | **Appropriate insurance** | **Reviewed annually on insurance renewal** |
| **Covid-19 business interruption** | **Inability to meet due to Social Distancing requirements** | **L** | **Physical meetings permissible in accordance with HM Government requirements****Website & Mobile app updates** | **Review necessity on a monthly basis in line with HM Government regulations** |

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| **MEMBERS** |  |  |  |  |
| **Subject**  | **Risk(s) Identified/ Injury** | **Risk Level** | **Management/Control of Risk/ Remedial action as required to reduce risk.** | **Review/Assess/Revise** |
| **Libel and slander** | **Libel and slander** | **L** | **Training, Code of conduct, libel and slander insurance, chairman’s guidance** | **All councillors to sign Code of Conduct, training for new councillors** |
| **Accident or negligent act** | **Injury /loss** | **L** | **Training, standing orders, officials indemnity insurance** | **All councillors issued with Standing Orders & trained post-election** |
| **Personal accident or injury** | **Injury to members** | **L** | **Council’s Personal accident insurance and compensation** | **Annual Insurance renewal** |
| **Misappropriation of funds** | **Financial loss** | **L** | **Financial regulations, internal audit, fidelity guarantee, monthly financial reports checked against bank statements, payments only against written invoices. Increased fidelity guarantee extended to councillors** | **Dual payment authorisation in place** |
| **Breach of code of conduct** | **Disrepute, Litigation** | **L** | **Training, insurance** | **Annual insurance renewal** |
| **Covid-19 impact** | **Council becomes inquorate** | **L** | **Delegation of decision making to the Clerk and Chairman/Vice-Chairman** | **Reviewed on a monthly basis** |

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| **CLERK** |  |  |  |  |
| **Subject**  | **Risk(s) Identified/ Injury** | **Risk Level** | **Management/Control of Risk/ Remedial action as required to reduce risk.** | **Review/Assess/Revise** |
| **Misappropriation of funds** | **Financial loss** | **M** | **Financial regulations, internal audit, increased level of fidelity guarantee, monthly financial statements checked against bank statements, payments only against written invoices, receipts** | **Dual payment authorisation procedures, monthly financial reporting, annual internal audit** |
| **Accidental or negligent act** | **Damage/reputational loss** | **L** | **Ongoing training, standing orders, officials’ indemnity insurance** | **Ongoing training, standing orders, Annual insurance indemnity** |
| **Libel or slander** | **Litigation** | **L** | **Libel and slander insurance** | **Annual insurance renewal** |
| **Personal accident** | **Personal injury/disruption to Parish Council business** | **L** | **Council’s Personal accident insurance, employer’s liability insurance, domestic insurance** | **Annual insurance renewal** |
| **Protection of documents** | **Loss of key data & records/business disruption** | **M** | **Retention by archive of historical material, by solicitor of legal documents, computer back up and retention of copies of key documents, data insurance,****Hard drive back-up of data External data drive backup** | **Monthly computer data back-up, archive data to Dorset Historical Society, Annual insurance renewal** |
| **Prolonged absence** | **Disruption to Parish Council business** | **M** | **Councillors prepared to take on duties, retention of funds to provide cover, some insurance cover provided.**  | **Chairman and or councillors to take on duties, DAPTC assistance, maintenance of healthy reserves position** |
| **Use of car** | **Accident risk** | **M** | **Personal Insurer informed** | **Annual insurance renewal** |
| **Covid-19** | **Inability of Clerk to work due to illness** | **M** | **Chairman has access to banking facilities in an emergency** | **Reviewed monthly** |

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| **ASSETS** |  |  |  |  |
| **Subject**  | **Risk(s) Identified/ Injury** | **Risk Level** | **Management/Control of Risk/ Remedial action as required to reduce risk.** | **Review/Assess/Revise** |
| **Recreation Ground** | **Injury etc** | **L** | **Tree safety audit, regular inspections, public liability insurance, sports clubs and other event organisers required to have own insurance where appropriate** **Ball strike risk assessment is Cricket Club responsibility** | **Tree audit every 3 years, weekly rec ground inspections****Annual risk review** |
| **Pavilion** | **Property damage/Injury/vandalism** | **L** | **Regular inspections, property and public liability insurance, sports club’s insurance of contents, electrical inspection (PAT testing), annual fire extinguisher and water heater check.**  | **Weekly inspections, annual boiler service – July/ annual PAT testing – Nov/weekly cleaning regime** |
| **Mower shed** | **Property damage/injury risk/theft** | **L** | **Regular inspections, including contents, property and public liability insurance** | **Cricket Club reports** |
| **Basketball court** | **Property damage/injury risk** | **L** | **Regular inspections, property and public liability insurance** | **Weekly inspection, Annual formal inspection** |
| **Tennis courts** | **Property damage/injury risk** | **L** | **Regular inspections, tennis club responsibility** | **Tennis Club responsibility** |
| **Cricket Nets** | **Property damage/injury risk** | **L** | **Regular inspections, Cricket club responsibility** | **Cricket Club responsibility** |
| **Football Goal posts/nets** | **Property damage/injury risk** | **L** | **Regular inspections, Football Club responsibility** | **Football Club responsibility** |
| **Play Areas** | **Equipment failure/injury risk** | **M** | **Weekly inspections, annual safety inspection, public liability and property insurance; Covid-19 safety signage** | **Weekly inspection, Annual formal inspection** |
| **Allotments**  | **Property damage/injury risk** | **L** | **Meetings as required with allotment holders, public liability insurance, periodic checks by clerk** | **Periodic (6 monthly) inspection** |
| **Portman Hall** | **Property damage/injury risk** | **L** | **Responsibility of Portman Hall Committee** | **Delegated to Portman Hall committee** |
| **Community Land** | **Property damage/injury risk** | **L** | **Responsibility of Community Orchard Committee** | **Delegated to Burtons Orchard committee** |
| **Preaching Cross and surrounding green** | **Property damage/injury risk** | **L** | **Public liability insurance, green registered as common land** | **Periodic inspections** |
| **War memorial, chains and gate** | **Property damage/injury risk** | **L** | **Public liability insurance** | **Annual inspection** |
| **Computer** | **Property damage/injury risk** | **L** | **Maintenance of asset register, annual check, and inspection, surge protector, insurance** | **Anti-virus renewal, data back-up, Annual insurance renewal** |
| **Other assets** | **Property damage/injury risk** | **L** | **Maintenance of asset register, annual check and inspection** | **Annual inspection** |
| **Covid-19 impact** | **i) Play equipment****Contraction of virus from use of equipment/lack of social distancing****ii) Pavilion use****Contraction of virus from use of facilities/lack of social distancing** | **M** | **Play areas: Adequate separation of equipment****Appropriate signage** **Pavilion: appropriate signage re use** **Cleaning arrangements for the pavilion/changing room** | **Publication of risk assessment****Review arrangements on a monthly basis** |
| **Speed Indicator Device (SID)** | **Property/injury risk from installation of device by appointed contractor****SID itself insured by owner Dorset Council** | **M** | **Contractor operates under the direction of the Parish Council and has been appropriately trained** | **6 monthly review of operational issues if any** |

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| **FINANCES** |  |  |  |  |
| **Subject**  | **Risk(s) Identified/ Injury** | **Risk Level** | **Management/Control of Risk/ Remedial action as required to reduce risk.** | **Review/Assess/Revise** |
| **Precept** | **Non receipt of precept – lack of funding** | **L** | **RFO to ensure request submitted on time and received, check adequacy by monthly checks of expenditure against budget and level of reserves** | **Annual Budget setting, Monthly check of expenditure and reserves** |
| **Other income** | **Non-payment & debtors** | **L** | **Clerk to issue allotments invoices and keep track of receipts, inform council of non-payment** | **Annual demand issued by Clerk in April; payment progress monitored** |
| **Salary** | **Over-under payment of salary and tax liabilities** | **L** | **Outsourced payroll company responsible for salary statements/PAYE& NI accounting** | **Monthly reports from outsourced payroll specialists** |
| **Payments** | **Fraudulent and duplicated payments** | **L** | **Schedule of payments made submitted to Council, supported by invoices, payments authorised by Chairman or deputy, made and reported by Clerk monthly** | **Financial regulations & monthly review by Clerk/Chairman** |
| **VAT** | **Failure to make a claim at the correct time/error claim** | **L** | **Clerk to check invoices and submit regular claim for refund; form to be checked by Chairman** | **Annual review by Clerk** |
| **Reserves** | **Depletion of reserves** | **M** | **Adequacy to be considered in budgeting and final accounts** | **Monthly review by Clerk/RFO** |
| **Investment interest** | **Lack of adequate return** | **L** | **Clerk to check monthly financial statement** | **Monthly statements reconciliation** |
| **External Audit** | **Audit report irregularities** | **L** | **Clerk to circulate statutory dates on receipt** | **Annual reporting regime** |
| **Covid-19 impact** | **Authorisation of payments** | **M** | **Expenditure delegated to the Clerk in agreement with the Chairman, subject to dual payment procedure and reported on a monthly basis** | **Reviewed monthly** |

**David Green**

**18/11/2021**