

Upton Grey Parish Council Risk Assessment Schedule 2021

Risk Identified	Impact H/M/L	Likelihood H/M/L	Controls	Adequate Y/N	Comments
1. Insurance REF: Financial Regulations – insurance (12)					
Protection of physical assets:- Village land at the Pond Village land at the top of Cleves Lane Tennis Courts Playgrounds Seats N.B. to include trees in any area above The Village Hall (and defibrillator)	M	M	Regular visual inspections. Insurance cover in place. Assets Register maintained. Village Hall (and defibrillator) managed by Registered Charity on behalf of the Parish Council.	Y	Regular visual inspections by Parish Lengthsman and Borough Council (see below) Insurance Cover reviewed annually
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public. (Public liability)	M	L	Public Liability Insurance Cover in place	Y	Cover reviewed annually

Risk of consequential loss of income or need to provide essential services following critical damages, loss or non-performance by a third party (Consequential loss)			N/A		
Loss of cash through theft or dishonesty (Fidelity guarantee)	L	L	Insurance cover in place	Y	Very little cash received by Council. Financial Regulations specify that all cash received to be banked intact under supervision of Clerk
Legal liability as a consequence of asset ownership (Public liability)	L	L	Insurance cover in place	Y	
2. General Ref: Financial Regulations – general (1)					
Keeping proper financial records in accordance with statutory requirements and best practice	H	L	Checked at Internal Audit. Financial Regulations in place	Y	Bank statements signed and expenditure approved at PC meeting
3. Revision of Financial Regulations REF: Financial Regulations – Revision of financial regulation (14).					

Ensuring that all business activities are within legal powers applicable to local councils.	L	L	Advice taken on all issues that are not clear. (Borough/County Councils/HALC etc) Review the Financial Regulations every year, monitor changes in legislation	Y	All policies reviewed annually
4. Loans and Investments REF: Financial Regulations – Loans and Investments (8)					
Complying with restrictions on borrowing	L	L	Any loans and borrowing would be approved by Parish Council and reported in annual financial reports	Y	
5. Payment of Salaries Ref: Financial Regulations – payment of salaries (7)					

Ensuring that all requirements are met under employment law and Inland Revenue regulations	M	L	Ensure Council understands and complies with current PAYE and National Insurance legislation. Salaries approved by Parish Council each month and signed by Chairman	Y	Payroll is run by external agency. Checked at Internal Audit
6. Income Ref: Financial Regulations – Income (9)					
Ensuring that all requirements are met under Customs and Excise regulations	M	L	Ensure Council understands and complies with current VAT legislation	Y	Checked at Internal Audit
7. Budget and Budgetary Control Ref: Financial Regulations – Annual Budget (3) and Budgetary Control (4)					
Ensuring the adequacy of the annual precept with sound budgeting arrangements	M	L	Reviewed regularly at Parish Council meetings	Y	Forecasts for income and expenditure for current year produced quarterly showing comparison to actual and original budget

Ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137 and General Power of Competence	L	M	Review of accounts and benefit to residents discussed at time of application Separately recorded accounts maintained Authorisation recorded in minutes		Checked at Internal audit
8. Orders for work and Contracts Ref: Financial Regulations – Orders for Work, Goods and Services, Contracts (10)					
All orders and contracts placed following requirements specified in Financial Regulations	M	L	Reviewed at Internal Audit	Y	New contractors are issued with the Health & Safety Policy. Specifications are produced for large pieces of work. Check that Contractors have their own insurance policy
9. Standing Orders					
Proper, timely and accurate recording of council business in the minutes	M	L	Minutes checked by Chairman before issue.	Y	All minutes approved by council as a true record.

Meeting the laid down timetables when responding to consultation invitations.	L	L	Put on agenda month received. Agenda agreed by Chairman prior to meeting	Y	Clerk checks that there is adequate time for response and if not makes alternative arrangements.
Proper document control	M	L	Statutory requirements observed.	Y	
			All computer files backed up regularly and stored separately to computer		
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	M	L	Onus on individual members to notify clerk that changes have occurred.	Y	
Responding to electors wishing to exercise their rights of inspection	L	L	As set out in Freedom of Information Schedule which is reviewed by the Council from time to time	Y	Published on website.
A libel claim against the Parish Council for publishing a defamatory comment, inaccuracy of data, personal opinion	L	L	Minutes are approved by the Council prior to publication.	Y	

10. Health & Safety					
Traffic	H	H	High Visibility Clothing must be worn Avoid dangerous bends Daylight working hours only Understanding/alertness re traffic.	Y	Clothing and Training provided by the Borough Council
Lone working	H	H	Call in arrangements – mobile phone Training on dealing with the public. Clerk and Councillors should not arrange meetings at their homes with members of the public who are unknown to them.	Y	Clerk on behalf of the Parish Council is the responsible person
Hazardous Material	M	L	Not in use by Parish Council.	Y	Training and equipment to be requested from Borough Council in advance of activity which involves use of hazardous materials.
Hazardous sites, sloping ground, slippery surfaces, for example mud or ice, water (rivers and ponds) animals	H	H	Correct clothing, training and equipment	Y	

11. Inspection Schedule

ITEM	FREQUENCY OF INSPECTION	BY WHOM
The Village Hall		Village Hall managed by a registered charity on behalf of the Parish Council
The Pond site and associated ditches and drains	Weekly	Weekly inspection by Parish Lengthsman, any issues reported to the Parish Clerk or noted at the next Parish Council meeting
Village land at the top of Cleves Lane	Weekly	Weekly inspection by Parish Lengthsman, any issues reported to the Parish Clerk or noted at the next Parish Council meeting
Tennis Courts		Tennis Courts managed by a management committee who advise Parish Council of any issues
Play Grounds	Weekly	B&DBC carry out weekly inspection and annual inspection. Reports available using electronic inspection system.
Seats	Weekly	Weekly inspection by Parish Lengthsman, any issues reported to the Parish Clerk or noted at the next Parish Council meeting

12. Covid-19 Risk Assessment

SUBJECT	RISK IDENTIFIED	MANAGEMENT/CONTROL OF RISK
Lengthsman	Health and well being of Lengthsman and/or general public compromised by transference of virus	The Lengthsman must complete their work in line with any COVID restrictions and guidance issued by the Government. Gloves, litter picker and face masks must be used when necessary
Upton Grey Playground	Health and well being of general public compromised by transference of virus	Follow COVID restrictions and guidance issued by the Government

Hire of Village Hall	Health and well being of general public and the Parish Council compromised by transference of virus	Before hiring the village hall for a Parish Council meeting ensure the Village Hall Committee has completed a COVID risk assessment and is following restrictions and guidance issued by the Government
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Signed Chairman:

Signed Clerk:

Date:

Reviewed July 2021

Next Review Date July 2022