

Risk Assessment Schedule

Kingmoor Parish Council:

Date of review of risk assessment schedule: 16.03.2017

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Kingmoor Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

PHYSICAL RISKS TO COUNCIL MEMBERS AND EMPLOYEE

What are the hazards?	Who might be harmed and how?	Risk rating High H Medium M Low L	What is being done to control this risk?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Site visits Site specific hazards	Council Members, employee	L	Obtain site induction where possible Site Regulations must be adhered to Take notice of all signage and adhere to all instructions	Make everyone aware of the risks and action to take. Provide all new councilors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk	Every 6 months	
Site visits Persons may slip, trip or fall on uneven/worn surfaces or be hit by falling debris	Council Members, employee	L	To be aware of where you are walking; uneven surfaces, potholes, overhanging branches, traffic etc. Hard hats and appropriate footwear and clothing must be worn at all times whilst on a construction site	Make everyone aware of the risks and action to take. Provide all new councilors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk	Every 6 months	
Site visits Persons may not be seen easily by vehicles on site	Council Members, employee	M	To wear appropriate PPE equipment (high visibility clothing, suitable footwear, hard hat if appropriate)	Make everyone aware of the risks and action to take. Provide all new councilors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk	Every 6 months	

<p>Play-ground Inspections Persons may slip, trip or fall on uneven/worn surfaces</p>	<p>Council Member, volunteers</p>	<p>L</p>	<p>To be aware of where you are walking; uneven surfaces, potholes, overhanging branches, traffic etc. Wear appropriate footwear and clothing.</p>	<p>Make everyone aware of the risks and action to take. Provide all new councilors with a copy of the risk assessment schedule. Review on a bi-annual basis</p>	<p>Clerk</p>	<p>Every 6 months</p>	
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FINANCIAL AND MANAGEMENT RISKS

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Carlisle City Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary and at least on an annual basis.
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements Bi-monthly bank reconciliation provided at every council meeting.	Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	Cheques to employee and HMRC signed and approved at council meetings. Included in bank reconciliation.	Existing procedure adequate.

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Review/Assess/Revise
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. Employee to be provided adequate direction and safety equipment needed to undertake the role	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	Annual Return is completed and submitted with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures adequate
Minutes/ agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair	Existing procedures adequate. Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members' interests forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council has a Data protection Policy in place which is reviewed annually.	Existing procedures adequate.

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Review/Assess/Revise
Freedom of Information	Policy Provision	L M	The Council has a Publication scheme in place. To date there has been no requests under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	Monitor any requests made under FOI
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Notice Boards / Benches	Risk of damage	L	The Parish Council currently has 5 notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. The venue has a health and safety risk assessment undertaken on an annual basis.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored in a lockable cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at his home. Electronic data is backed up on external hard drive.	Existing procedures considered adequate