

Heath Hayes & Wimblebury Parish Council
RISK ASSESSMENT AND MANAGEMENT

<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>	<u>Internal control</u>	<u>Audit/Action</u>
1. Loss of or damage to fixed assets		Material		
a) Community Centre, outbuildings, car park	L	Damage	Fixed asset register	Review valuations annually
b) Furniture & fittings	L		Building & perimeter locked when unoccupied. Alarm set.	Alarm serviced.
c) Computer equipment	L		Computer equipment kept in locked room or removed	
d) Other inc art works & heritage items	L			Trustees to:
			Electrical wiring & emergency lighting serviced	Certification from contractor
			Portable electrical equipment tested annually	Report from tester. Ensure all items certified.
			Fire equipment inspected twice a year.	Obtain certificates.
			Smoking	Prohibited by law
2. Liability as consequence of asset ownership				
a) Injury to public attending centre	L	Public	Head counts at regular intervals at major events.	Inspect head count register.
b) Injury to those using hall equipment	L		Health & Safety policies in place	Risks re-assessed regularly. Regular review of insurance cover.
3. Provision of services or amenities and organising events - damage to persons or third party property.		Public Liability		Regular review of insurance cover.
a) Hiring out centre	L		Health & safety issues pointed out to new users	Health & Safety manual kept up to date
b) Storage of third party equipment	L		At owners' risk. Lockable sheds/cupboards provided.	
4. Consequential loss				
a) Loss of rent	L	Cons. Loss	Check annual cover	
5. Loss of cash				
a) Theft of cash	M	Money Ins	No petty cash to be kept . Hire charges kept securely before being banked	Review annually
b) Theft of cash in transit	M	ditto	Cash taken straight to Post Office.	Review amounts covered.
c) Theft of funds/investments through fraud or dishonesty of staff	M	Fidelity	Bank reconciliations approved by Council.	Review amounts covered.

6. Injury to Council employees				
Unsafe working practices	L	Employer's Liability	Working practices reviewed with each member of staff COSHH statements reviewed annually	Annual Health & Safety assessments audit
6. Cont.				
Asset ownership	L	EL	As in 2 (above)	
House visits/aggressive behaviour	L	Pers. Accid.	Members should not make visits alone.	
7. Loss to Council through poor performance of or fraud by contractors or suppliers	L		Review contracts annually Obtain at least three quotes for all major work Audit all work done before payment	
8. Business risks of the Council failing to:				
Act within its legal powers	L		Confirm power under which expenditure made	Standing orders and Fin Regs Reviewed 2021
Keep proper financial records	L		Monthly accounts & bank reconciliations prepared	
Comply with employment law, IR & C&E regulations	L		Contracts for all employees except casual workers Quarterly returns for PAYE & NI and for VAT	Contracts reviewed Salary documentation prepared by payroll contractor
Adequate annual precept in line with bud	L		Annual budget consideration. Accounts prepared against budget and reviewed monthly.	
Ensure proper use of funds granted to community bodies under specific powers or Section 137	L		Reports requested from community bodies on how money used and benefit to the community.	
Keep accurate minutes of council business	L		Minutes and pages numbered sequentially. Signed copies kept in separate place.	
Respond to electors wishing to exercise their rights of inspection	L		Procedures in place.	
Safeguard documents			All documents stored/filed at the Town Council Office, available for inspection in pursuit of statutory rights	
IT - Data Protection	L		All computer records backed up to the cloud daily hard drive. Anti Virus software and malware installed	
GDPR Compliance	L			Implement measures recommended by DPO
Up to date Register of Members' Interest & Gifts & Hospitality	L		Members requested to inform clerk of any change in interests which are entered in the Register and also logged with the district council monitoring officer	Annual reminder to all members

Signed: **J Bernard**

Minute Reference: 05/24/26.

Adopted by Heath Hayes & Wimblebury Parish Council on 8th May 2024