

**Heath Hayes & Wimblebury Parish Council  
RISK ASSESSMENT AND MANAGEMENT**

<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>
1. Loss of or damage to fixed assets		Material
a) Community Centre, outbuildings, car park	L	Damage
b) Furniture & fittings	L	
c) Computer equipment	L	
d) Other inc art works & heritage items	L	
2. Liability as consequence of asset ownership		
a) Injury to public attending centre	L	Public
b) Injury to public using car park	L	Liability
c) Injury to those using hall equipment	L	
3. Provision of services or amenities and organising events - damage to persons or third party property.		Public Liability
a) Hiring out centre	L	
b) Car parking at centre	L	
d) Storage of third party equipment	L	
4. Consequential loss		
a) Loss of rent	L	Cons. Loss
5. Loss of cash		
a) Theft of cash	M	Money Ins
b) Theft of cash in transit	M	ditto
c) Theft of funds/investments through fraud or dishonesty of staff	M	Fidelity

**Heath Hayes & Wimblebury Parish Council  
RISK ASSESSMENT AND MANAGEMENT**

<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>
6. Injury to Council employees Unsafe working practices	L	Employer's Liability
6. Cont. Asset ownership	L	EL
House visits/aggressive behaviour	L	Pers. Accid.
7. Loss to Council through poor performance of or fraud by contractors or suppliers	L	
8. Business risks of the Council failing to:		
Act within its legal powers	L	
Keep proper financial records	L	
Comply with borrowing restrictions	L	
Comply with employment law, IR & C&E regulations	L	
Adequate annual precept in line with budget	L	
Ensure proper use of funds granted to community bodies under specific powers or Section 137	L	
Keep accurate minutes of council business	L	
Respond to electors wishing to exercise their rights of inspection	L	
Safeguard documents		
IT - Data Protection	L	
GDPR Compliance	L	
Up to date Register of Members' Interests & Gifts & Hospitality	L	

***Ratified by Heath I***

Internal control

Fixed asset register  
Building & perimeter locked when unoccupied. Alarm set.  
Computer equipment kept in locked room or removed

Electrical wiring & emergency lighting serviced monthly  
Portable electrical equipment tested annually  
Fire equipment inspected twice a year.  
Smoking

Head counts at regular intervals at major events.  
Regular inspection & litter collection by caretaker  
Health & Safety policies in place

Health & safety issues pointed out to new users  
Marked parking places. Good lighting.  
At owners' risk. Lockable sheds/cupboards provided.

Check annual cover

No petty cash to be kept . Hire charges kept securely before  
being banked  
Cash taken straight to Post Office.

Bank reconciliations approved by Council.

Audit/Action

Review valuations annually  
Alarm serviced twice a year.

Certification from contractor  
Report from tester. Ensure all items certified.  
Obtain certificates.  
Prohibited by law

Inspect head count register.  
Weekly visual inspection by clerk or assistant  
Risks re-assessed regularly.  
Regular review of insurance cover.

Regular review of insurance cover.

Health & Safety manual kept up to date

Review annually

Review amounts covered.

Review amounts covered.

Internal control

Working practices reviewed with each member of staff  
COSHH statements reviewed annually

As in 2 (above)

Members should not make visits alone.

Review contracts annually

Obtain at least three quotes for all major work

Audit all work done before payment

Confirm power under which expenditure made

Monthly accounts & bank reconciliations prepared

The Council is repaying a loan to PWLB

Contracts for all employees except casual workers

Quarterly returns for PAYE & NI and for VAT

Annual budget consideration. Accounts prepared against budget and reviewed monthly.

Reports requested from community bodies on how money used and benefit to the community.

Minutes and pages numbered sequentially. Signed copies kept in separate place.

Procedures in place.

All documents stored/filed at the Town Council Office, available for inspection in pursuit of statutory rights

All computer records backed up to the cloud daily hard drive. Anti Virus software and malware installed

SCC engaged to be Data Protection Officer (DPO)

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

Audit/Action

Annual Health & Safety assessments audit

Standing orders and Fin Regs Reviewed 2014-15

Contracts reviewed

Salary documentation prepared by payroll contractor

Implement measures recommended by DPO

Annual reminder to all members

**Hayes & Wimblebury Parish Council on the 13<sup>th</sup> May 2020 - 05/20/8.0**