

Risk Assessment Schedule

KIRKBY THORE PARISH COUNCIL:

Date of review: 02 of March 2020

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 by Kirkby Thore 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, EMPLOYEE & MEMBERS OF THE PUBLIC

What are the hazards?	Who might be harmed and how?	Risk Rating	What is being done to control this risk?	Do you need anything else to control this risk?	Action by who?	Action by when?	Done
Site visits Site specific hazards	Council Members, employee	Low	Obtain site induction where possible. Site Regulations must be adhered to. Notice to be taken of all signage and adhere to all instructions.	Everyone to be aware of the risks and action to take. Provide all new councillors 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	Low	Persons to have awareness of where walking, uneven surfaces, potholes, overhanging branches, traffic, etc. When visiting construction sites or similar guidance to be taken from site manager e.g. hard hats and appropriate footwear	Everyone to be aware of the risks and action to take. Provide all new councillors with a copy of the risk assessment schedule Review on a bi-annual basis	Clerk	Every 6 Months	

FINANCIAL AND MANAGEMENT RISKS

Subject	Risk(s) identified	Risk Rating	Management / Control of Risk	Review / Assessment / Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	Low	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 the year and indicative figures or costing 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 the budget headings, the total of which is resolved to be the precept amount to the requested from Eden District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedures adequate
Financial Records	Inadequate records Financial irregularities	Low Low	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 Bank mistakes	Low Low	The Council has Financial Regulations which set out banking requirements Monthly bank reconciliation provided at Council meetings	Existing procedure adequate
Reporting and Auditing	Information communication	Low	Financial information is a regular agenda item and discussed / reviewed and approved at each meeting	Existing procedure adequate
Best value accountability	Work awarded incorrectly Overspend on services	Low Medium	Normal Parish Council practice would seek more than one quotation for any substantial work to be undertaken. Competitive tenders are sought for major works. If problems are encountered this would be investigated and reported to the Council	Existing procedure adequate

Salaries and Associated Costs	Salary paid incorrectly	Low	Payments approved through full Council Meeting	Existing procedure adequate
Employees	Fraud by Staff	Low	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 and review insurance annually.
VAT	Reclaiming / Charging	Low	The Council has Financial Regulations which set out the requirements	Existing procedures adequate
Annual Return	Submit within time limits	Low	Annual Return is completed and submitted with the prescribed time frame by the clerk. Annual Return completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent to the External Auditor.	Existing procedures adequate
Legal Powers	Illegal Activity or Payments	Low	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 the agenda and Finance Report monthly	Existing Procedures Adequate
Minutes / Agendas / Notices / Statutory Documents	Accuracy and legality Business Conduct	Low	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to 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 the Code of Conduct
Members interests	Conflict of Interests Register of Members Interests	L M	Declarations of interest by members at Council meetings Register of interest forms reviewed regularly	Existing procedures adequate Members take responsibility to update register
Insurance	Adequacy Cost	L L	An annual review of insurance to be undertaken. Employers and employee insurance a necessity and within	Existing procedure adequate

	Compliance Fidelity Guarantee	L M	policies. Ensure compliance measures are in place. Fidelity checks in place	Insurance reviewed annually
Data Protection	Policy provision	L	The parish council has Data Protection Policy in place which is reviewed annually	Existing procedures adequate.
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 (inc Noticeboards / Benches / Bins / Bus Shelters)	Loss or damage	L	All assets owned by the Parish Council are inspected on a 6 monthly basis. 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.
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 general public.	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 correspondence, minutes, insurance and bank records.	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 Dropbox. Electronic data is backed up by Dropbox and held remotely.	Existing procedures considered adequate