

## HULLBRIDGE PARISH COUNCIL

### RISK ASSESSMENT AND MANAGEMENT OF RISKS

**OBJECT:** To identify risks, assess the likelihood of them happening and the measures that can be taken to reduce risk.

#### Protection of the public, members and employees:

##### Personal accidents – public

Trip, fire at Council office: ensure there are no trip hazards, all emergency exits are kept clear. Fire Plan kept up to date and all recommendations followed.

Personal accidents where work is being carried out on behalf of the Council/organised events: areas to be cordoned off with adequate signage. Relevant risk assessments carried out before work is commenced. Where ground maintenance machinery is being used, areas to be cut should be inspected for debris that may fly from the ground. Areas that are under direct Parish Council control should be inspected daily to ensure no dangers exist. Sufficient insurance should be held to cover any claims

##### Personal accidents – staff/members

Council office: ensure there are no trip hazards, all emergency exits are kept clear. All electrical equipment should be tested annually. Fire Plan kept up to date and all recommendations followed.

**Work off-site: staff.** All machinery to be serviced annually. Protective clothing – toe protective boots, safety goggles, mask, hard hat, ear defenders, gloves to be worn as appropriate. Training should be given for dangerous machinery. Staff should be aware of safe handling of dangerous/flammable substances used. Sufficient insurance should be held to cover any claims.

#### Protection of physical assets

Risk:	Fire, theft, damage
Likelihood:	All possible, some likely
Action:	Keep up to date register of assets, cover all by insurance. Fire plan to be followed, intruder alarm to be serviced annually

Risk:	Damage to third party property or individuals
Likelihood:	Possible
Action:	Public liability up to £5,000,000

Risk:	Consequential damage, loss or non-performance (3 <sup>rd</sup> party)
Likelihood:	Unlikely
Action:	Could consider Part B of insurance – denial of access

Risk:	Loss of cash through theft or dishonesty
Likelihood:	Unlikely
Action:	Fidelity insurance current cover £118,000

Risk:	Legal liability as a consequent of asset ownership
Likelihood:	Likely
Action:	Ensure insurance cover is sufficient

## Overall action

1. Annual review of assets, insurance and risk
2. Regular maintenance of physical assets

## Non-physical assets

### Outside services

#### Maintenance for buildings, amenities or equipment, ad hoc provision of amenities/facilities for events.

Risk:	Lack of performance of contractors/corruption in procurement
Likelihood:	Possible/unlikely
Action:	Annual review of contracts, regular scrutiny of performance, standing orders and financial regulations dealing with the award of contract for services in place

### Banking arrangements

Risk:	Fraud
Likelihood:	Unlikely (regular bank reconciliation reviewed by Member)
Action:	Nil

### Administration of business

#### The following are considered to be risks if not carried out properly:

- Keeping proper financial records in accordance with statutory requirements.
- Ensuring all business activities are within legal powers applicable to local councils.
- Complying with restrictions on borrowing.
- Ensuring that all requirements are met under employment law and Inland Revenue regulations.
- Ensuring all requirements are met under Customs & Excise regulations (especially VAT).
- Ensuring the adequacy of the annual precept within sound budgeting arrangements.
- Monitoring of performance against agreed standards under partnership agreements.
- Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137.
- Proper, timely and accurate reporting of council business in the minutes.
- Responding to electors wishing to exercise their rights of inspection.
- Meeting the laid down timetables when responding to consultation invitation.
- Meeting the requirement for Quality Parish status or other accreditation.
- Proper document control.
- Register of members' interests and gifts and hospitality in place, complete accurate and up to date.

#### Action:

- Regular scrutiny of financial records and proper arrangement for the approval of expenditure.
- Recording in the minutes the precise power under which expenditure is being approved.
- Regular return to the Inland Revenue; contractors of employment for all staff, annually reviewed by the Council, system of updating records for any changes in relevant legislation.

- Regular returns of VAT, training the responsible officer in matters of VAT and other taxation issues as necessary.
- Regular budget monitoring statements.
- Developing systems of performance measurement.
- Procedures for dealing with and monitoring grants and loans made or received.
- Minutes properly numbered and paginated with a master copy kept in safekeeping.
- Documented procedure to deal with enquires from the public.
- Documented procedures to deal with responses to consultation request.
- Monitoring arrangement by the council regarding Quality Council status.
- Documented procedures for document receipt, circulation, response, handling and filing.
- Procedures in place for recording and monitoring Members' interests and gifts and hospitality received
- Adoption of codes of conduct for members and employees.

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Physical	Risks	Action
<b>Assets</b>		
M	Security/damage to building/contents/ street furniture etc.  Street lighting Storage of machinery	Office alarmed, building and contents insured, street furniture insured for impact. Staff leave to be staggered Electrical test every 6 years Stored in locked outside building. Flammable liquids kept in protective locked cabinet in outside building Action: annual review of insurance
M	Maintenance of building/street furniture/ grounds maintenance equipment	Building maintained on an ad hoc basis Street furniture maintained on rolling programme, repaired when necessary, grnd maint. equipment serviced each winter
<b>Finance</b>		
L	Banking	Bulk of finance with Bank of Ireland Current Account with Girobank
L	Risk of consequential loss	Important documents : to be copied and kept in safe with back-up data. Original Deeds kept on premises in fire-proof safe. One copy of back up files kept off premises.
L	Loss of cash through theft & dishonesty	No petty cash in office. Receipts issued for cash received for allotment rents, Clerk not signatory on any of the bank accounts. Fidelity insurance of £118,000
L	Financial controls and records	Monthly reconcilliation prepared by Clerk, checked by Members quarterly. Two signatures on cheques, internal and external audit Members verified
L	Comply with Customs & Excise	VAT claims submitted quarterly. Checks made by internal and external auditors
M	Sound budgeting to underlie annual precept	Committees to meet and submit proposals for following year before 1st December. Precept prepared from these figures for Finance & Dev. Expenditure against budget identified in quarterly statement
L	Complying with borrowing restrictions	No new borrowing currently identified
M	Procurement of contracts/services	Standing orders and financial regulations dealing with the award of contracts in place
<b>Liability</b>		
M	Risk to third party, property, individuals	Insurance in place. Open spaces checked regularly, trees investigated when damage reported. Risk Assessments carried out for Village Fayre and Christmas Lights.
M	Legal liability as consequence of asset ownership/management	Insurance in place.
<b>Employer Liability</b>		
L	Comply with Employment Law	Receive regular updates of legislation from EALC