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RISK ASSESSMENT & MANAGEMENT

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

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 Waddesdon Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required

This policy will be reviewed annually or earlier if so required by legislation or additional material.

Area	Risk	Level	Control
Assets	Protection of physical assets	M	Buildings, play equipment and grounds maintenance equipment insured. Equipment is stored securely. An annual review of assets is undertaken for insurance provision with the value checked every 3 years.
	Maintenance of equipment	M	Weekly and annual play inspections in place. All necessary repairs or replacements carried out as necessary. Grounds maintenance equipment serviced annually and other repairs carried out as necessary.
Finance	Banking	L	Check interest rates and banking arrangements on an annual basis or more frequently as needed.
	Risk of loss of income	M	Insurance cover.
	Loss of cash through theft or dishonesty	L	No petty cash. Small amount of cheques handled. Income and expenditure monitored by Council at every monthly meeting.
	Financial controls and records	M	The Council uses the RBS Alpha software package. This allows for all income and expenditure to be accounted for. Financial Regulations are in place and are followed and are reviewed annually. Bank account reconciliation carried out each month and reported to each Council meeting. Two signatories are required on cheques. Annual internal and external audits. A meeting of the Finance Committee can be called as and when necessary.

Area	Risk	Level	Control
	Comply with Customs and Excise Regulations	L	Clerk to reclaim VAT annually. Internal and External Audit provide double check.
	Non-payment of rent	L	The Council collects allotment rents in October each year. Allotment holders have signed agreements. Premises rent is invoiced annually/quarterly. Leases have been issued.
	Adequacy of insurance	L	An annual review is undertaken of all insurance policies. Employers and Employees liabilities are a necessity and are within our policies. Ensure compliance measures are in place.
	Sound budgeting to underlie precept	L	Clerk to monitor budget and report to members at each meeting.
	Comply with borrowing restrictions	L	No borrowing at present.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces regularly checked. Risk assessments carried out as needed.
	Legal liability as a consequence of asset ownership	M	Insurance in place.
	Data protection Policy provision	L	The Council is registered with the Information Commissioner's Office and renews annually. There is a publication scheme policy in place to comply with freedom of information requests.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies.
	Comply with Inland Revenue Requirements	M	Regular advice from Inland Revenue. Salary reported using HMRC/RTI. Internal and External Auditor carry out annual checks.

Area	Risk	Level	Control
Legal Liability	Ensure activities are within legal powers	H	Clerk clarifies the legal position on any new proposal. Legal advice to be sought where necessary.
	Proper Document Control	M	Leases and legal documents to be kept safely at the Clerks address. Important documents held on memory stick and external hard drive. Monthly backup of files stored off-site. Other data stored to comply with the Data Protection Act and under the retention of documents requirements.
Personnel	Lone Working – Clerk, Groundsmen, Litter Collector	H	The Council carries employers' liability insurance, which covers most of the foreseeable risks. Risk assessments to be carried out for each role.
Councillor Propriety	Inappropriate use of powers or inappropriate conduct	H	All Councillors to act within the rules under the Code of Conduct which each member has signed up to. Training to be provided as and when necessary.
	Conflict of interests	H	Declarations of interest by members at each meeting. Register of Interest forms completed and regularly reviewed. Gifts and Hospitality Register is available to Members.
COSHH	Use of chemicals under the COSHH regulations	H	COSHH Register adhered to if chemicals etc used. Risk Assessment carried out before use.
Display Screen Equipment Assessment	The Clerk should ensure that her working environment fulfils the requirements of the Display Screen Equipment Regulations	H	Checks for enough space, suitable lighting and power, not too noisy, the temperature and humidity is at an acceptable level and the display screen is at an acceptable height and the correct distance away from the user. Risk Assessment to be carried out.
Personal Protective Equipment (PPE)	Personal danger	M	PPE should be considered as a last resort where all other introduced precautions cannot adequately control the hazard.
Independent Contractors	Liability when operating on Parish Property	H	All contractors to carry liability insurance and to conduct risk assessments.