

Gwinear-Gwithian Parish Council Risk Assessment

August 2004
Version 11
Last Amended May 2019

For each identified area of risk, its impact (I) and its probability (P) are assessed as high (H), medium (M) or low (L) and appropriate management measures specified accordingly.

Ser	Description of Risk	I	P	Management Measures
1	Protection of physical assets: Bus shelters (6) Regalia/Chain of office Notice boards, dog & litter bins, seats, gates and play equipment Office equipment Defibrillators Community Facility	L	M	Property damage included in insurance cover; procedures in place for weekly inspection of assets; Regalia/Chain of office kept locked in office except when used on special occasions. Playground Management Plan in place. Office equipment individually listed on inventory and list sent to insurance company. Defibrillator in locked/alarmed cabinet Community Facility has wired fire system, hirers liability on insurance
2	Damage to third party property or individuals arising from council activities	M	L	Individual risk assessments carried out on each activity. Relevant training/ advice given to Councillors/volunteers/ hirers agreement in place. PPE advice and equipment given where needed. Public Liability, Employers & Hirers Liability included in insurance cover.
3	Injury to council members or employees arising from council activities	L	L	Individual risk assessments carried out on each activity. Relevant training/advice given to members and staff. PPE advice and equipment given where needed. Personal Accident included in insurance cover.
4	Injury to visitors to cemetery (remote location tends to limit visitors to bona fide mourners) and Allotments and Community Facility	M	L	Access inspected fortnightly by CPO Procedure for checking and recording memorials in place; Public Liability included in insurance cover. Cemetery Risk Assessment in place. Allotment gate locked with key entry only by tenants. Tenants sign Tenancy Agreement with regulations. Hirers agreement covers health and safety matters
5	Loss of cash through theft or dishonesty	M	L	All receipts banked promptly; petty cash kept to £30 maximum unless authorised at full council; clerk not a signatory to bank account; two Councillor signatories for all cheques; fidelity guarantee included in insurance cover. Cash from hiring kept in locked cash

				tin in locked drawer, system in place for staff and cllrs to check income.
6	Legal liability as a consequence of asset ownership or activities of council	H	L	Legal expenses and Libel and Slander included in insurance cover. Regular advice taken through CALC and solicitors on projects
7	Security for vulnerable buildings, amenities or equipment	L	M	All located in public open spaces; procedures in place for weekly inspections.
8	Maintenance for vulnerable buildings, amenities or equipment	L	M	Community Facility, Bus shelters and Defibrillators cleaned and maintained regularly; procedures in place for weekly inspection of assets.
9	Integrity of banking arrangements	L	L	Banking with Santander through the Post Office.
10	Integrity of insurance cover	M	L	Policy with Zurich Municipal, Town & Parish Team, cover reviewed annually
11	Integrity of computer held records and documents	M	L	Backup of historic files held onsite in fire proof cabinet; backup of current files taken weekly and held onsite in fire proof cabinet; internet service provider filters potentially damaging files. All Councillors and staff have GGPC Gmail email address Computer/Internet protection (Norton) Continue to regularly obtain up to date versions of programs. Data Protection policies/notices in place.
12	Keeping proper financial records in accordance with statutory requirements	H	L	Bank statements regularly reconciled to cash book; Income & expenditure statement and bank reconciliation carried out and approved quarterly, all receipts and payments noted and approved by council and recorded in minutes monthly. Three financial auditing Councillors check accounts quarterly. Annual checks by Internal Auditor & Audit Commission
13	Non-compliance with statutory deadlines for the completion/ approval/submission of accounts and other financial returns.	H	L	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
14	Non-compliance with internal audit requirements.	H	L	Continue to appoint internal auditor and continue practice of appointing three Financial Auditing Councillors.
14	Business activities not within legal powers applicable to the council	H	M	All new projects checked against list of powers; advice sought from CALC or Cornwall Council in cases of doubt.
15	Non-compliance with Employment Law	H	M	Continue to ensure Employers Liability and Personal Accident

	Health and Safety of employees			Clerk is a member of the SLCC All staff to receive Risk Assessment/Health & Safety pack on commencement of work. Continue to monitor and update as necessary through the legislation of Health and Safety at Work Act Continue nominating a Health & Safety Officer of the Council (Councillor)
16	Requirements not met under Inland Revenue regulations	M	L	Inland Revenue payroll records maintained and annual returns delivered on time.
17	Requirements not met under Customs and Excise regulations	M	L	VAT recorded and claimed only on invoices addressed to the council on an annual basis Community Facility VAT claims only made on PC office (room 1) through a percentage of cost of entire building
18	Adequacy of the annual precept within sound budgeting arrangements	H	L	Precept request derived from budget approved by the council following specific discussion of annual requirements at least 2 meetings
19	Proper, timely and accurate reporting of council business in the minutes	H	L	Minutes circulated to councillors before next council meeting and verified and/or amended; minutes properly numbered and paginated with a signed master copy kept in safekeeping; backup copies of approved text kept on office computer and onsite in fire proof cabinet.
20	Meeting the laid down timetables when responding to consultation invitation	M	L	Established procedure for dealing with consultation at next council meeting.
21	Register of Members' Interests and Gifts and Hospitality in place, complete, accurate and up to date.	M	L	Register kept at council office with link on PC website with periodic returns made to the Monitoring Officer. Register of Interest to be updated by Councillors when required.

I confirm that this Risk Assessment was reviewed, updated and approved by the Council and recorded as council minute reference 29/007 (8c) on 13th May 2019

SJRowe

Cllr Steve Rowe, Chairman

Date 13th May 2019