

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

<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>	<u>Internal control</u>	<u>Audit/Action</u>
1. Loss of or damage to fixed assets				
a) Community Centre, outbuildings, car park	L	Material Damage	Fixed asset register Building & perimeter locked when unoccupied. Alarm set. Computer equipment kept in locked room or removed	Review valuations annually Alarm serviced twice a year.
b) Furniture & fittings	L			
c) Computer equipment	L			
d) Other inc art works & heritage items	L		Electrical wiring & emergency lighting serviced monthly Portable electrical equipment tested annually Fire equipment inspected twice a year. Smoking	Certification from contractor Report from tester. Ensure all items certified. Obtain certificates. Prohibited by law
2. Liability as consequence of asset ownership				
a) Injury to public attending centre	L	Public Liability	Head counts at regular intervals at major events. Regular inspection & litter collection by caretaker Health & Safety policies in place	Inspect head count register. Weekly visual inspection by clerk or assistant Risks re-assessed regularly. Regular review of insurance cover.
b) Injury to public using car park	L			
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	Health & safety issues pointed out to new users Marked parking places. Good lighting. At owners' risk. Lockable sheds/cupboards provided.	Regular review of insurance cover. Health & Safety manual kept up to date
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	Check annual cover	
5. Loss of cash				
a) Theft of cash	M	Money Ins	No petty cash to be kept. Hire charges kept securely before being banked	Review annually
b) Theft of cash in transit	M	ditto	Cash taken straight to Post Office.	Review amounts covered.
c) Theft of funds/investments through fraud or dishonesty of staff	M	Fidelity	Bank reconciliations approved by Council.	Review amounts covered.

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6. Injury to Council employees Unsafe working practices	L	Employer's Liability	Working practices reviewed with each member of staff COSHH statements reviewed annually	Annual Health & Safety assessments audit
6. Cont. Asset ownership House visits/aggressive behaviour	L	EL Pers. Accid.	As in 2 (above) Members should not make visits alone.	
7. Loss to Council through poor performance of or fraud by contractors or suppliers	L		Review contracts annually Obtain at least three quotes for all major work Audit all work done before payment	Standing orders and Fin Regs Reviewed 2021
8. Business risks of the Council failing to: Act within its legal powers Keep proper financial records Comply with borrowing restrictions Comply with employment law, IR & C&E regulations Adequate annual precept in line with budget	L L L L L		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.	Contracts reviewed Salary documentation prepared by payroll contractor
Ensure proper use of funds granted to community bodies under specific powers or Section 137 Keep accurate minutes of council business	L L		Minutes and pages numbered sequentially. Signed copies kept in separate place. Procedures in place.	
Respond to electors wishing to exercise their rights of inspection Safeguard documents	L		All documents stored/ filed at the Town Council Office, available for inspection in pursuit of statutory rights	
IT - Data Protection	L		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)	Implement measures recommended by DPO
GDPR Compliance	L			
Up to date Register of Members' Interests & Gifts & Hospitality	L		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	Annual reminder to all members

Ratified by Heath Hayes & Wimblebury Parish Council on the 12-05-21

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Risk Identified

Level Insurance

Internal control

Audit/Action

Signed.....



Dated .. B-05-21