

Warbstow Parish Council Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any 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 the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information. At the Parish meeting where the precept is discussed the Councillors will receive a budget report, including actual position and projected position to the end of year and indicative figures. With this information the Parish Council maps out the required monies for standing costs and projects for the following year to be apply to budget, the total of which is resolved to be the precept amount to be requested from Cornwall Council	Existing procedures adequate – to be reviewed when necessary
Financial records	Inadequate records Financial irregularities	L L	The Parish Council Follow financial regulations set down	Existing procedure adequate Financial documentation reviewed when necessary
Bank and Banking	Inadequate checks Bank mistakes Banks procedures	L L L	Financial regulations which set out bank requirements Bi-monthly reconciliations for Parish monitoring. Lien in Banking Practice.	Existing procedures adequate
Employment	Health and Safety Fraud by staff	L L	Employee to be provided adequate direction needed to undertake their role Requirement of insurance adhered to with regards to fraud	Monitor health and safety requirements & insurance. Existing procedures adequate.

VAT	Reclaiming	L	The Parish Council will claim VAT biannually	Existing procedure adequate
Annual Return	Submit within the time limits	L	Annual Return is completed and submitted online with the prescribed time frame. Annual Return completed and submitted to an internal auditor. Signed and minted at a Parish Meeting, exemption form completed and sent to External Auditor within the time frame. Annual accounts displayed on the Parish website and notice boards within the regulated time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the power of the Parish Council to be resolved at a Parish Meeting. Including references to the power used under the Finance section of agenda and bi-monthly Finance report	Existing procedures adequate.
Minutes/agendas/Notices	Accuracy legality	L	Minutes and agenda are produced in the prescribed manner and adhere to the legal requirements. Minutes are approved and signed at the next Parish Meeting.	Existing procedures adequate
	Business conduct	L	Agenda displayed according to legal requirements. Business conducted at Parish meetings is managed by the Chair.	Councillors/Clerk adhere to Code of Conduct
Councillors Interests	Conflict of interests	L	Declaration of interest by members at Council meetings	Existing procedures adequate
	Register of Councillors interest	M	Register of interests' forms reviewed	Councillors take responsibility to update register.
Insurance	Adequacy	L	An annual review is undertaken of all insurance	Existing procedures adequate. Insurance Policy reviewed annually.

Data Protection	Policy provision	M	The Parish Council follow data protection guidelines	Reinforced regularly
Freedom of Information	Policy	L	The Parish Council will react as necessary to requests.	Monitor any request made under the FOI
Assets	Loss or damage Risk/damage to third party	L	An annual review of assets is undertaken for insurance provisions	Existing procedures adequate
Notice Boards	Risk of damage	L	The Parish Council currently has two notice boards. No formal inspection procedures are in place, but any damage reported to the Parish Council are dealt with in accordance of the correct procedures.	Existing procedures adequate
Parish Benches	Risk of damage & safety	L	The Parish Council have five benches. No formal inspection procedures are in place, but any damage reported to the Parish Council will be dealt with as quickly as possible.	Existing procedures adequate
Meeting location	Adequacy Health & Safety	L	The Parish Council meeting is held in a venue considered to appropriate for members, Clerk, and general public	Existing procedures adequate
Organised Events	Venue Health & Safety	M	Venues - Risk Assessment to be undertaken before and on the day of the Event and records kept. Health & Safety - Any action required prior to/during the Event must carried out. Any possible risks should be dealt with appropriately before public participate.	Existing procedures adequate
Council records – Paper	Loss through: Theft Fire damage	L M	The Parish Council records are stored at the home of the Chair. Records include historical correspondences, minutes, insurance, and bank records. Signed current minutes held by the Clerk. Held by Councillor Hutchinson.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Parish Tythe Map				
Council records - electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on a laptop owed by the Chair at her home. (Laptop and recorder only used for Parish work) Back-ups of electronic data are made at regular intervals	Existing procedures adequate

Website	Out of date Hacked by third party	M L	Clerk, Chair, and members ensure content is updated following each meeting. Regular agenda item to monitor content. Maintained by reputable web service	Existing procedures adequate
Defibrillators Warbstow Canworthy Water Trelash – Storage adopted BT Kiosks Unlocked Cabinet and connections	Pads and batteries Fit for purpose Theft Power Loss/Fault AED Amor Mild Steel Cabinet	M M M M	Checked weekly/monthly. LH, TL, RB Reports uplifted to The Circuit electronically declaring ready for use. Councillors LH, TL, RB report requirements to Parish for approval of purchase, as necessary. Defibrillators are independent units with own batteries fitted. Heater to be checked in cold weather by hand to ensure working. Class 2 electrics & 12v transformer (for heater (required by BT to adopt and convert telephone kiosks to a public access defibrillator site) BT carry out an A56 test and inspection on the exchange every five years. Trelash and Warbstow inspection of connections as and when recommended.	Existing procedures adequate Existing procedures adequate