

MEDSTEAD PARISH COUNCIL RISK ASSESSMENT

Assessment Completed by		Detail of Review / Amendment / Addition	Person Completing Review / Amendment / Addition	Reviewed and approved	Date
Location					
Date					
Adopted by Medstead Parish Council on					
Date for Review					

Key:

LIKELIHOOD (L) = Frequent (5), Probable (4), Occasional (3), Improbable (2), Remote (1)

SEVERITY (S) = Catastrophic (5), Major (4), Reportable (3), Serious (2), Minor (1)

DEGREE OF RISK (DR) = LIKELIHOOD x SEVERITY

RESIDUAL RISK * is the level of risk that remains after suitable and sufficient control measures are introduced and is deemed to be acceptable This risk assessment covers General matters; separate risk assessments will be carried out as required for events

INSURANCE: The level of employee and public liability insurance cover to be reviewed by the Council at renewal each year

RISK NUMBER	ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES
				L	S	DR	
Section 1							
Council Land / Buildings							
1	Street Furniture (incl. bus shelter, goal posts, seats, benches planters & bins etc.)	Public	1. Injury from damaged structure 2. Cleaning of furniture 3. Maintenance of shelters 4. Vandalism	2	3	6	Council inspections carried out every 3 months Damage to be reported to the Clerk Maintenance / repair undertaken quickly Annual check by competent person Notices maintained Included on Council insurance policy
2	Notice Boards	Public	1. Injury from damaged/falling notice board(s) 2. Roadside safety - boards falling on to pavement / road	1 1	1 2	1 2	Regular inspections Damage or injury to be reported to the Clerk promptly; Clerk to take necessary action to make notice boards safe
3	Waste / Dog Bins	Public	1. Injury from damaged dog bin 2. Handling of contaminated waste	2 3	2 2	4 6	Inspections to be carried out every 3 months Damage or injury to be reported to the Clerk promptly Clerk to take necessary action to make bin safe Only employ approved contractors to empty bins, and ensure regular emptying
4	Footpaths / bridleways / PROW on Parish Council land	Public	1. Injury from tripping or falling	3	2	6	Public to be reminded to report damage or obstructions to the Hampshire County Council Council to arrange clearance by notifying the land owner or HCC Countryside team
5	Street furniture	Public	1. Risk of injury to third parties due to damaged or unsafe street furniture owned by Medstead Parish Council	1	2	2	Regular inspections Damage reported to the Clerk Repairs actioned promptly
6	Risk of damage to third party individuals or property	Public	1. Loss, damage or injury, as a result of the Parish Council provided amenities	3	3	9	Council insurance policy provides public liability cover of £10M Contractor's PL cover to be minimum of £10M, except in cases where risks to the public are lower
7	Assets owned by the Council	Council and public	1. Damage, accident or injury to users	3	3	9	Regular checking and maintenance Annual inspection Annual review of risk and adequate insurance cover Maintain an up-to-date register of assets
8	Cemetery	General public / Contractors	1. Slips and trips 2. Security/stability of memorials 3. Injury during grave digging, mowing or hedge/tree pruning 4. Sunken graves	3 3 2 2	2 2 3 2	6 6 6 4	Regular checking and maintenance Ensure gate free of obstacles Parish Council public liability cover in place Annual topple test Contractors to have own insurance including £10m public liability cover Open graves to be made safe in accordance with ICCM guidance
		Parish Council	1. Vandalism 2. Loss/theft or damage to gates & fences 3. Trees/hedges 4. Claims relating to conduct of Cemetery 5. Failure to maintain proper records 6. Failure of water supply 7. Vandalism of memorials 8. Dog Fouling	1 1 3 1 2 2 1 3	2 1 2 4 2 1 2 1	2 1 6 4 4 2 2 3	Regular checking and maintenance Ensure gate free of obstacles Up to date insurance policy Regular check of trees and hedges Maintenance programme in place Relevant regulations, fees, layout plan etc to be up to date Proper registers to be kept and audited Regular audit of records by competent person
9	Trees	Public	1. Risk of injury from falling limbs or trees	2	4	8	Regular tree Survey Repeat survey every 5 years or as advised on previous survey Follow-up action as required Parish Council public liability cover in place Regular inspection for damage Damage reported to the Clerk & prompt action taken
10	Ponds	Public	1. Deep water & soft mud causing harm to persons / property	3	4	12	Adequate signage and fencing erected Maintenance monitored by Council Maintenance Committee
11	Illegal encampment on Council land	Parish Council	1. Legal costs 2. Council reputation	3 4	3 2	9 8	Follow policy in place Secure land as securely as possible
12	Sports Pavilion	Parish Council	1. Fire / Water damage - loss of building 2. Criminal / accidental damage 3. Electrocutation 4. Slips / trips & falls on slippery surfaces	3 3 3 3	3 2 3 2	9 6 9 6	Adequate insurance cover / Reinstatement of valuation every 5 years Report to police as criminal damage Ensure insurance sufficient Regular PAT testing Ensure areas are clear of trip hazards
13	Play / Adult Gym Equipment	Parish Council / Public	1. Damage to equipment 2. Injury to persons	3 3	3 3	9 9	Monthly visual checks Quarterly check by Sawscape Play Ltd Annual Safety Inspection by RPII qualified third party Council insurance policy provides public liability cover of £10M Adequate signage

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	Section 2	Financial Control & Governance					
14	Precept / Budget	Councillors, Clerk and public	1. Consequential loss of income or overspend 2. Precept / budget inadequate 3. Budget / precept not prepared in accordance with financial regulations 4. Precept requirements not submitted to EHDC in time	1 1 1 1	2 3 3 3	2 3 3 3	Monthly review against expenditure and budget (Clerk/RFO and F&G Committee) Reserves held to cover min 6 to max 18 month's expenditure Budget and precept process commenced by F&G in October and presented to Council in November for approval
15	Council funds (Cheques / Credit Card)	Councillors, Clerk and public	1. Loss through theft or misuse of credit card	1	3	3	Financial Standing Orders in place Invoices presented with cheque book for signature, for scrutiny Two signatories required on all cheques together with Clerk All income and expenditure presented to Council Low credit limit on credit card Auto pay balance each month No petty cash held and if received, bank immediately Bank reconciliation presented to Council All expenditure monitored against budget through Council
16	Financial Accounting	Councillors, Clerk and public	1. Inconsistency in accounts	1	3	3	Mandatory annual Audits Interim internal audits
17	VAT	Parish Council	1. Funds not reclaimed incurring additional cost to Council	1	3	3	Copy of the returns available VAT reclaim calculated quarterly
18	Financial control and records	Councillors, Clerk and public	Financial irregularities: 1. Accounts not up to date 2. Payments not supported by invoices, authorised and minuted 3. VAT not checked, recorded and reclaimed 4. S.137 expenditure not separately recorded & in limit. 5. Income not properly recorded and banked 6. Inadequate security over cash 7. Inadequate records of credit card payments 8. Bank reconciliations not regularly completed	1 1 1 1 1 1 1 1	1 2 2 2 2 2 2 1	1 2 2 2 2 2 2 1	Quarterly review of financial records (Clerk/RFO & F&G Committee) Maintain paper bank statements Monthly statement of bank position by RFO Annual Internal and External audit Financial Regulations to be implemented by Clerk and checked Debtors chased monthly Develop procedure for Debit card payments
19	Income	Parish Council	1. Fraud regarding burial fees and payments 2. Failure to bank income 3. Failure to collect fees 4. Failure to review charges	1 1 1 2	3 2 3 1	3 2 3 2	Annual audit of accounts Parish Council insurance Proper financial controls in place Annual Review of fees
20	Rents and leases	Parish Council and tenants	1. Rents due not paid on time	1	1	1	Regularly reviewed Financial controls ensure rents paid and received on time
21	Costs, overheads, expenses and debits	Parish Council	1. Goods not supplied but billed 2. Incorrect invoicing 3. Payments incorrect 4. Loss of stock 5. Unpaid invoices	1 1 1 1 1	2 2 2 1 1	2 2 2 1 1	Invoices regularly checked and reviewed Payments regularly checked and reviewed Regular stock-take
22	Best Value & Accountability	Parish Council	1. Contracts awarded incorrectly 2. Overspend on services	2 2	3 1	6 2	Councillors must adhere to Financial Regulations All work must be awarded by the Clerk/RFO
23	Budgetary Control	Parish Council and public	1. Annual budget inadequate 2. Budgetary control inadequate Expenditure incurred outside Council powers 3. General and Ear marked reserves not held at reasonable levels	1 1 1 1	1 1 1 2	1 1 1 2	Budget based on last three years expenditure plus known future spend Expenditure against budget reviewed monthly Grants and S137 payments minuted in accordance statutory financial regulations Level of reserves reviewed monthly
24	Payroll	Parish Council	1. Salaries paid incorrectly Wrong hours / rate / deductions 2. False employee 3. Unpaid Tax/NI 4. Unpaid Pension contributions 5. HMRC Payments not made on time 6. Expenses not appropriately approved	1 1 1 1 2 2	3 3 3 3 2 1	3 3 3 3 4 2	Payroll tasks shared and cross-checked by Clerk & F&G Committee Payments approved by Council monthly Interim internal audits Clerk to approve all expenses within spending limit Expense claims above Clerk's limit not permitted (expenditure will require prior authorisation by Council)
25	Annual Return (AGAR)	Parish Council	1. Late or incomplete return	1	2	2	Clerk to prepare and submit to Council on time, per external auditor timetable Council to approve on time, per external auditor timetable Recommendations implemented
26	Banking	Parish Council, suppliers, public	1. Inadequate bank checks 2. Bank mistakes, including loss and charges Bank charges incurred 3. Loss of account signatories 4. Inadequate data security	1 1 1 1 1	3 2 2 4 4	3 2 2 4 4	Regular reconciliation/checking of receipts against bank statements Three nominated Councillors & Clerk are signatories Monthly reconciliations presented to Council Procedures for the protection of passwords and management of online banking set out in Financial Regulations
27	Business Continuity	Parish Council	1. Computer failure 2. Loss of key staff 3. Loss of premises	2 2 1	4 4 4	8 8 4	Keep proper financial records Computers to be properly backed-up and back-up kept off-site Meet statutory requirements, including under employment and tax law Arrange timely annual staff appraisals Arrange timely annual audits Develop Business Continuity Policy Develop Disaster Recovery Plan Ensure all activities are within legal powers applicable to the Council
28	Legal Risks to Parish Council	Parish Council	1. Legal challenges on Council procedures, expenditure and activities 2. Legal challenges on Councillor activities 3. Third party claims for losses or compensation as a result of negligence.	2 2 3	3 3 3	6 6 9	Councillors and employees declare interests as appropriate Expenditure to be within legal powers of Council, and properly authorised Complaints policy in place Minutes published initially on website as drafts and replaced when formally approved Compliance with Transparency Code Annual review of insurance level Regular programme of review of Council policies and procedures
			Non performance of contracts	3	3	9	Adequate public liability insurance provided

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29	Council Contracts	Parish Council	Contractor goes into administration	2	3	6	Regular checks of contract performance Contracts monitored through Maintenance Committee
30	Election costs	Parish Council	1. Risk of unexpected election cost	2	2	4	Budget each year for regular elections Ensure sufficient level of reserves to cover the costs of unexpected election
31	Handling of information (GDPR & FOI)	The Council, general public and contractors	1. Loss (or misuse) of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage	1	4	4	Information audit carried out on electronic and hard copy data; all unnecessary data has been cleansed and the data held by Councillors will be limited
			2. Risk of investigation by ICO if unable to fulfil a Freedom of Information request	1	3	3	All data (electronic and paper) is kept securely, with locked cabinets, personal log-ins and encryption of sensitive documents where necessary
			Multiple requests taking up a disproportionate amount of Clerk/Councillors time.	3	2	6	An information audit carried out annually A revised Data Protection policy has been approved, including a policy and safeguards on IT matters and guidance on handling subject access and FOI requests, and for handling data breaches Privacy Notices for the general public and contractors have been made available, stating what data is held and for what purpose ICO Registration Publication scheme in place Privacy notices maintained covering use of personal data by the Council
32	Standing Orders and Financial Regulations	Councillors, Clerk and public	1. Lack of Formally adopted Standing Orders and Financial regulations 2. De Minimis amount not set for purchases	1 1	3 2	3 2	Standing orders and financial regulations reviewed annually De Minimis amount set in Financial Regulations
33	Risk Assessment	Councillors, Clerk and public	1. Risk assessment not in place or out of date 2. Regular review of risks not carried out	1 2	2 2	2 4	Risk assessment to be reviewed at least annually or upon identification of new risk
34	Insurance	Councillors, Staff and public	1. Insurance cover inadequate or inappropriate	1	4	4	Annual review of insurance cover
			2. Insurance valuations do not agree with asset register	2	2	4	Broker to provide three quotes
			3. Cost of insurance does not offer value for money	2	2	4	Only use accredited brokers that provide Parish Council cover
			4. Inadequate Public liability cover	1	2	2	Asset register regularly reviewed Ensure £10m public liability cover
35	Financial Controls	Councillors and Staff	1. Financial controls not relevant or up to date	1	2	2	Financial Regulations reviewed at least annually
36	Audit	Council	1. Lack of information and communication	1	3	3	Interim audit reviews carried out
			2. Lack of compliance	1	4	4	Audit recommendations implemented
37	Asset Management	Parish Council	1. Asset register out of date - risk of inaccurate value of assets	2	2	4	Regular review of Asset register
			2. Regular asset reviews not carried out - risk of loss/damage etc	2	2	4	Full asset review annually; interim checks quarterly
38	Councillors	Parish Council	1. Council membership falls below quorate number	1	3	3	New Councillors to be co-opted as soon as possible following loss
39	Litigation	Parish Council	1. Potential risk of legal action being taken against the council	1	4	4	Council follows the advice of the Proper Officer to ensure it's activities are within the law
			2. Illegal activity or payments	1	3	3	
40	Grants	Parish Council	1. Council does not have the power to pay	1	2	2	Council follows the advice of the Proper Officer to ensure it's activities are within the law
			2. Terms and conditions of grants received not met	2	1	2	Clerk to regularly review the terms of grants received to ensure they are met
41	Members interests	Councillors	1. Members interests inaccurate or incomplete	2	2	4	All members interests must be declared upon accepting office
			2. Conflicts of interests not declared	2	2	4	Members to declare interests at meetings if there is a potential conflict Members to be reminded of what constitutes a conflict of interest Clerk to regularly review members interests
42	Cemetery	Parish Council	1. Cemetery records loss	2	2	4	Paper Cemetery records backed up on to lap top
			2. Management & Compliance	2	3	6	Training to ensure a more efficient service managed and operated by knowledgeable staff
43	Council Records	Parish Council	1. Loss through theft, fire and damage	1	3	3	Fire Safety procedures to be followed Regular fire safety checks to be carried out
			2. Loss of electronic records through damage or corruption	2	3	6	Locked cabinets for sensitive data Back up of PC on a monthly basis on to separate hard drive(s) with one hard drive held by Chair of Council at any one time
			3. Loss or corruption through malicious activity (e.g. Hacking, computer viruses or malware)	1	4	4	Adequate and up to date computer security in place at all times
			4. Lap top theft	1	4	4	Lap top password protected Passwords held remotely by Chair of Council
Section 3		Personnel					
44	Employees	Councillors & Clerk	1. Accident or injury	1	3	3	Annual review of health & safety policy and associated requirements
			2. Clerk long term absence	2	4	8	Annual review of adequate employee liability insurance cover (£10M)
			3. Clerk resignation / dismissal	2	4	8	Regular Health & Safety reviews
			4. Conflict	2	2	4	Where applicable: Provision of safety equipment and training in its use Regular inspection and servicing of equipment used Council Business Continuity Plan adopted F&GP Committee to plan a recruitment of replacement Clerk HALC can provide assistance with recruitment and/or finding a Locum Clerk Council's disciplinary procedures followed
45	Employees	Clerk	1. No contract of employment	3	3	9	F&GP to undertake regular review of Clerk performance
			2. Salaries not to appropriate scale for the job (e.g. NUC pay scale for administrative staff) or below legal minimum wage	3	3	9	F&GP to undertake regular annual reviews of Clerk pay and conditions
46	Employees	Councillors & Clerk	1. Loss of key staff	3	3	9	Ensure up to date grievance procedure
			2. Fraud by staff	1	4	4	Conduct annual appraisals
			3. Inappropriate actions undertaken by staff	1	2	2	Strict financial controls
			4. Breach of H&S regulations	3	2	6	Adequate staff training Regular Health & Safety monitoring
47	Lone Working	Councillors & Clerk	1. Lone working.	5	2	10	Implement lone working policy Clerk should invite a Councillor to attend site meetings with unknown persons/contractors Clerk to carry mobile phone at all times and inform third person of visits Clerk to notify Council of any issues within the working environment requiring action, to comply with employment regulations(e.g., DSE)
48	Expenses	Councillors & Clerk	1. Expenses incorrect	2	2	4	Strict financial controls as per the Regulations

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49	Risks to Parish Councillors	Councillors	1. Accident or injury on Council business	1	2	2	Councillor activities limited to acceptable low risk levels; check with the Clerk if in doubt Annual review of public liability insurance level (£10M) Where applicable: Provision of safety equipment and training in its use Regular inspection and servicing of equipment used
50	Risks to volunteers	Public / volunteers	1. Accident or injury on Council business	2	2	4	Volunteer names and activities to be understood and agreed by Council Annual review of public liability insurance level (£10M) Where applicable: Provision of safety equipment and training in its use Regular inspection and servicing of equipment used Use of warning cones/signs on roads
51	Health & Safety at Meetings	Councillors, Clerk and public	1. Failing to escape in event of fire. 2. Access around doors, entrances and toilets. Risk of trip hazards and obstruction. 3. trip hazards and obstruction. 4. Failure to meet statutory duty 5. Access 7. Security 8. Personal injury 9. Accessibility	1 2 2 2 2 1 1 2	5 2 2 2 1 3 2 3	5 4 4 4 2 3 2 6	Fire instructions and exits checked at the beginning of each meeting – Chair/Clerk Public informed of action in the event of a fire at the beginning of each meeting - Chair Meeting room, toilets and accesses checked prior to the meeting – Chair/Clerk Meeting room to be accessible to all ages and abilities Regular Health & Safety checks Regular Fire Safety checks