

Castle Gresley Parish Council Risk Assessment

Notes

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. 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.

FINANCIAL AND MANAGEMENT				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations annually
Reporting and Auditing	Information communication Compliance	L M	A monitoring statement is produced quarterly before each Council meeting with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank. Council should regularly audit internally to comply with the Fidelity Guarantee.	Existing communication procedures adequate. Council annually to appoint an internal auditor.
Charges – rentals receivable	Receipt of rental Insurance implication	L M	Football Pitches – Council issued a formal agreement with Castle Crusaders, signed signed by both parties and held by the clerk. The clerk issues an invoice following the use of the pitch and payment is made into the bank directly. Payments are recorded on the Payment sheet at each council meeting.	Existing procedure adequate. Consider making the agreement a formal legal document. Review agreement and fees annually. Ensure payment and copy of insurance

			<p>The Football Club arranges its own insurance and provides a copy to the Parish Council each year.</p> <p>Allotments - The council collects annual rental on 11 allotments, invoices are sent annually, and payments received recorded in accordance with financial regulations.</p>	document received.
Best value Accountability	<p>Work awarded incorrectly</p> <p>Overspend on services</p>	<p>L</p> <p>M</p>	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation, research the problem and report to Council.	Existing procedure adequate.
Salaries and associated costs	Salary paid incorrectly	<p>L</p> <p>L</p>	Salary rates are assessed annually Council and applied on 1 April each year. Salary analysis and slips are produced by the Clerk monthly are inspected at the Council meetings and signed off. The Clerk does not keep a time sheet and has a contract of employment and job description.	Existing appointment and payment system is adequate.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Annual Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used.	Powers have been minuted
Minutes/Agendas/Notices	Accuracy and legality	L	Minutes and agenda are produced in the prescribed	Existing procedure

Statutory Documents	Business conduct	L	method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken (July) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L	The Council has its own privacy policy, available on the website and is linked to the enquiry form within and on the sign off of the clerks emails.	Ensure bi-annual review
Clerk duties	Risk of clerk leaving with no new clerk in post to ensure financial procedures, agenda's, minutes etc adhered to	L M	All files are kept up to date and are automatically backed up via the cloud. Chair to have a list of passwords and log in details.	Conduct an annual performance review with clerk

PHYSICAL EQUIPMENT OR AREAS				
Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Pavilion	Loss or damage resulting from water leaks – showers, toilets and sinks	L	Maintenance records in place, visual checks and qualified persons only for any repairs/maintenance	Existing procedure adequate.
	Risk of third party unlawful entry	L	Reinforced glass in place, secure locks on all entrance points – reviewed monthly to check these are secure and working effectively.	Existing procedure adequate.
	Risk of fire from heaters, materials being stored on premises, plugs for portable appliances in place	L	Smoke alarms are in place and maintained, checked monthly. All electrical items are PAT tested every year (as per public assess requirement under HASAW). COSHH risk assessment in place for chemicals likely to cause harm if not stored correctly. All waste to be removed from site.	Review maintenance logs and update the COSHH risk assessment
	Hot water facilities – risk of scalds/burns to public, including children (under safeguarding requirements) / risk of legionnaires	H	Maintained and checked under legionnaires legal requirements and temperatures checked to make sure this is no hotter than 38c when being used from the taps/water sources.	New procedure for checking water temperatures to be implemented Legionnaires - Existing procedure adequate.
	Limited natural light – risk of slips, trips and falls	M	Adequate light fittings in place, maintained and checked quarterly. Lease holders contracted to keep the areas clean, tidy and free of hazards. All waste to be removed from site.	Existing procedure adequate.

Container	Risk of third party unlawful entry	L	Reinforced glass in place, secure locks on all entrance points – reviewed monthly to check these are secure and working effectively.	Existing procedure adequate.
	Portable appliance access	L	Visual tests monthly, and annual PAT testing is in place with qualified persons.	Existing procedure adequate.
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate.
Notice boards	Risk/damage/injury to third parties Road side safety	L L	Parish Council has 4 notice boards sited around the village. All locations have been approval by relevant parties, insurance cover, inspected regularly by the councillor holding the keys - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by a nominated councillor.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L M	The Parish Council Meetings are held at the Brickroom, Linton. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health and Safety and comfort aspects. In such time as a pandemic restricts social meetings,	Existing locations adequate.

			then meetings will be conducted virtually to enable business activities to continue.	
Allotments	Self injury Pesticides	L	The Parish Council ensure all allotment holders agree and sign the allotment agreement covering terms to ensure their own safety, belongings and the use of chemicals. Tenants are advised to have their own liability insurance. COSHH risk assessments are in place to make sure tenants are aware not to store water or chemicals on the property.	Existing agreement adequate
	Loss of belongings through theft. Measures in place to prevent fly tipping	L	Security lock is placed on the gate with a padlock – only provided to allotment holders and parish council members and approved workers.	Existing system is adequate
	Rats – the potential spread of diseases and damage to property	L	Land has barriers onto farm land from 3 sides. Signs are in place to remind tenants of pest management, measures and systems are in place to discourage rats. Referral to pest control procedures are in place. Fences are in place from the neighbours farm animals.	Existing measures are in place, any reported signs to inform council and pest control will be obtained. Visual inspection checks in place 6 monthly
	Taps and water	L	Physical risk to property is minimal on the occasion a leak can occur. Measures are in place for maintenance or equipment and visual checks are completed 6 monthly. Equipment has protected jacket hoods in the winter to prevent pipes from bursting.	Existing measures in place are adequate

Council records – paper	Loss through: theft fire damage	L M L	The Parish Council records are stored at the clerks address. Historical records include minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a filing cabinet (not fire proof). Older more historical records in the archives at Derbyshire County Council. Minutes and agenda from 2014 are the Council website.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records – electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Parish Council's electronic records are stored on the Clerks computer and the cloud.	Storage safe on the cloud.

Insurance cover is in place for the following:

Public liability

Employers liability

Money

Fidelity Guarantee – to include councillors

Officials Indemnity – Libel and Slander

Personal Accident

Legal expenses

War memorial

Assets

Specific events requiring insurance cover are notified to the insurance company.

Presented to Council and approved July 2018

Reviewed and approved June 2019

Oct 2020 presented, reviewed and amended as below.

Financial Records, change review to annually

Charges – rentals, suggest the agreement with Stapenhill Swans is updated (now Castle Crusaders) and formalised. Consider issuing a legal agreement via solicitors.

Amend Clerk duties, risks, to state all documents are now backed up on One Drive, ensuring the documents are safely stored, should the laptop break/be stolen.

Should the clerk leave, the chair has a list of security log in details to access all documents.

Amend Data protection section to confirm the council has its own privacy policy.

Noticeboards, amend to 4, locations (remove both), keys are held by a councillor (not clerk).

Meeting location – Add In such time as a pandemic restricts social meetings, then meetings will be conducted virtually to enable business activities to continue.

Council records- electronic. All Parish Council electronic data is backed up on the cloud.

Addition of risk of pandemic declared and social distancing enforced, therefore a risk of the council being unable to meet face to face and carry out the business of the council. Ensure the council is able to hold virtual meetings at any time.

Presented for review June 2021 Approved with no amendments

Reviewed and approved with no amendments May 2022

Reviewed June 2023. Clerk recommended and council accepted to add the Pavilion building and container. Cllr Michelle Ulyatt to complete a risk assessment on both and share with council at Julys meeting, for the detail to add to this policy.

November 2023. Added allotments, approved 11th January 2024.