

Tharston and Hapton Parish Council General Risk Assessment

Foreword

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

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.

This Risk Assessment shall be reviewed

- Every year on its anniversary
- Significant changes in activities and / or risks
- As instructed by appropriate outside bodies

	Hazardous Event	Consequence	Effectuated	Management controls	Residual risk and further measures
1	Financial Mismanagement	Loss of money or goods caused by accident, fraud or dishonesty Precept request not submitted by due date VAT not reclaimed HMRC responsibilities not maintained Use of Parish Credit card	Public Council Clerk Clerk	Financial Regulations	Tolerable with no further action needed.

		Theft or loss of cash			
2	Lack of proper communications	Breach of LGA 1972 Breach of Audit Regulations Breach of Transparency Code for Smaller Authorities Failure to deal with FO requests	Public Council	<ul style="list-style-type: none"> • Noticeboard regularly updated • Website regularly updated • Clerks contact details available on the noticeboard and website • Clerk used e-mail distribution list • All Councillors have full contact details of each other • Clerk maintains annual calendar of events to ensure Councillors are aware of actions that need to be taken. 	Tolerable with no further action needed.
3	Personal Accident to Councillor, clerk or voluntary worker Libel and Slander claim Legal Expenses accrued	Legal Action by Employee, Public or Volunteer	Public Council Clerk	Comprehensive Insurance purchased Risk assessments maintained	Media relations policy to be created to guide Councillors and Clerk in dealing with the public
4	Loss or damage to assets	Assets stolen or missing Assets damaged	Public Council	All damaged assets made safe and repaired at earliest opportunity Loss or stolen assets reported to police and Council meeting	Asset register to be Updated Yearly Regular visual

		Council records lost or damaged through fire / theft etc.		E-mails and electronic records backed up regularly to 'the cloud'. Current paperwork held in fire resistant filing cabinet.	inspections of assets and log of defects recorded All archive paperwork to be held outside the Clerks house
5	Clerk or Councillor acts ultra-vires Clerk (illness or leaving employment)	Council brought into disrepute Council unable to function due to clerk having laptop or council not having passwords to access information	Council Clerk Council	Councillors and Clerk offered regular training sessions. Policies and advice available from Clerk NALC advisory service available to all Clerk to provide to at least 3 councillors details of all passwords to laptop and relevant programmes such as website and HMRC	Tolerable with no further action needed. Councillors to ensure they have necessary information to continue to function. Contact NPTS for the possibility of Locum Clerk
6	Personnel incapacitated (permanent or temporary)	Lack of continuity Disruption of Service Loss of information	Council Clerk	Shared access to back up of electronic data Website access available through NALC	Tolerable with no further action needed.

				<p>Clerk informs district council immediately of the vacancy so that an advert can be placed. If the resignation leaves the council inquorate Clerk to seek advice from District Council</p> <p>Parishioners to have access to clerk's email address</p>	<p>To ensure all steps are taken to be able to function correctly</p>
Pandemic	The ability to meet face to face for meetings and general availability of clerk to the public	Clerk Council			
SAM 2 machine	The SAM 2 machine is run by the council and the Councillor in charge along with the clerk will download and move the SAM 2 to the relevant areas for data capture	Clerk Councillor		All steps to be taken when moving the SAM 2 machine and to always be done by 2 people with hazards understood before this happens	Ensure all risks are mitigated and defined action is taken when moving the SAM 2 machine
Meetings Houe Field	The field is run by the council for everyone to enjoy	Clerk Councillors		All, steps to be taken to ensure the field is kept within the councils remit and that people exercise dogs on the field are aware of the need to keep their dogs in order at all times due to the public footpath that runs through the field and that all dog mess on the field is picked up and out in the relevant dog bin	Ensure correct signage is in place and that people are aware of the need to keep their dogs under control at all times and any dog mess is picked up at all times and put in the dog bin
Hapton community Project	The field is run by the council for everyone to enjoy	Clerk Councillors		The play area has regular Inspections and a yearly inspection along with the area kept a secure	Signage is in accordance with this risk assessment Clerk undertakes the

				<p>as possible and when work are undertaken all risks are dealt with by contractors.</p> <p>Council is not liable for any injuries that occur, and parents need to ensure they are aware of this when allowing play on the play area.</p> <p>Toilet is kept clean, and is in good order and the storage shed is always kept locked.</p> <p>Defib Checks are undertaken monthly.</p>	<p>defib Checks</p> <p>Toilet Is kept clean and in good order</p> <p>Risk assessments are undertaken for all events that are held and displayed for all to see.</p>
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This document was written by the clerk, Alan Arber