

HAUGHTON PARISH COUNCIL**RISK ASSESSMENT AND MANAGEMENT 2025****Reviewed - May 2024****Next review - May 2024**

<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	L	Material	Fixed asset register	Annual review of insurance cover.
a) Play equipment	L	Damage	Continual inspection by warden	Annual ROSPA inspection
b) Benches, fencing, gates	L		Regular inspection	Annual review of insurance cover.
c) Computer equipment	L		Data backed up to secure alternative memory regularly	Annual review of insurance cover.
e) Notice boards	L		Visited by clerk or parish notice board manager regularly	Annual review of insurance cover.
f) Bus shelter	L		Monthly inspection by warden	Annual review of insurance cover.
g) War Memorial	L		Monthly inspection by warden	Annual review of insurance cover.
h) Flower tubs and signs	L		Regular inspection	Annual review of insurance cover.
i) Telephone Box	L		Regular inspection	Annual review of insurance cover.
j) Heat Detection camera	L		Inspection prior to use and when returned	Annual review of insurance cover.
2. Liability as consequence of asset ownership	L	Public		Inspection by clerk & councillors
a) Injury to members of public using play area	L	Liability	Weekly inspection & litter collection by warden	Risks re-assessed regularly.
b) Injury to members of public using car park	M		Weekly inspection & litter collection by warden	Annual review of insurance cover.
c) Injury to those using playing field	L		Pre match inspection for football matches - warden	Annual review of insurance cover.
d) Injury to those using war memorial	L		Weekly inspection & litter collection by warden	Annual review of insurance cover.
e) Injury due to flower tubs and signs			Weekly inspection & litter collection by warden	
3. Provision of services or amenities and organising events - damage to persons or third party property.		Public		Annual review of insurance cover.
a) Hiring out playing field		Liability	Health & safety issues pointed out to new users	
b) Car parking at play area			Event risk assessments to be provided by hirer	
c) Grass cutting contract		Contractor	Check contractor's insurance certificates	
			Check contractor's insurance certificates, qualifications and risk assessments	

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4. Consequential loss				
a) Loss of rent	L		Rents are for Dale Common & Allimore Green Common	
b) Grass cutting contract	L		Contractor	
c) Maintenance of SSSI at Allimore Green	L		Leased to Wildlife Trust who maintain the common	
d) Maintenance of Dale Common	L		Leased on annual basis; subject to NCP Management Plan	
5. Loss of cash				
a) Theft of funds/investments through fraud or dishonesty of staff	M	Fidelity	Monthly bank reconciliations approved by council.	Annual internal & external audit
6. Injury to Councillors or Council employees	L	Employer's Liability	Working practices reviewed with each member of staff	Annual Health & Safety assessments audit
Unsafe working practices	L	EL	As in 2 (above)	
Asset ownership	L	Pers. Accid.	Members should not make visits alone unless resident well known.	
House visits/aggressive behaviour/pets	L		Any accidents to be recorded in the Incident File	
Accident Book				
7. Loss to Council through poor performance 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	
8. Business risks of the Council failing to:				Annual internal & external audit

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Act within its legal powers	L		Minute power under which expenditure made	
Keep proper financial records	M		Monthly accounts & bank reconciliations prepared	
Comply with borrowing restrictions	L		The Council has no borrowings	
Comply with employment law, IR & C&E, H & S and Disability regulations	M		Contracts for all staff except casual workers Quarterly returns for PAYE & NI and annually for VAT	Contracts reviewed
Adequate annual precept in line with budget	L		Annual budget working party. Accounts prepared against budget and reviewed monthly.	
Liability for Data Protection			See Website.	Review Data Protection / GDPR policy
Ensure proper use of funds granted to community bodies under specific powers or Section 137	L		Reports requested from community bodies on how money used and benefit to the community.	
Keep accurate minutes of council business	L		Use column on accounting spreadsheets to monitor expenditure Minutes and pages numbered consequentially. Signed copies kept in separate place.	
Respond to electors wishing to exercise their rights of inspection	L		Procedures in place.	
Comply with Freedom of Information Act	L		Publication scheme advertised on parish website	
Safeguard documents			All correspondence or documents other than invoices, circulars, catalogues circulated monthly to councillors, their response given & then filed.	Documents filed in locked cabinets in locked office of Village Hall.
	M			
Keep adequate computer backups			All computer records backed up regularly on disk, CD and flash memory	One copy kept in separate place.
	L			
Up to date Register of Members' Interests & Gifts & Hospitality			Members requested to inform clerk of any change in interests which are entered in the Register and also logged	

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			with the district council monitoring officer	