

# Preston Bissett Parish Council

## Risk Assessment and Management

update 1 March 2024

Next Update required April 2025

Risk assessment is a systematic general examination of working processes, assets, activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council 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 or has a specific plan to minimise them. This assessment will be carried out annually.

Area	Risk	Level	Control
Assets: Recreation Area equipment, land and boundary. Rubbish	Defective equipment and surfaces - Children's play area, MUGA, teenage shelter, zip wire, table-tennis table and basketball area	M	Play equipment and surfaces insured. Annual safety inspection completed by accredited company. Asset life review taken annually and replacements planned. Maintenance and repair reviewed after inspection and undertaken by accredited company Register of Assets in place and updated annually
	Slips trips and falls on pathways, car park and grassed area  Risk of falling branches Hedges at neighbour boundary	M  L L	Grounds maintenance carried out by volunteers on rota. Grass cutting of football pitch and hedge trimming of boundary carried out by local contractor throughout year. Car Park notice, Council info and phone lines visible Bi Annual tree inspection by accredited company and Carry out works as necessary As necessary cut back by volunteers
Assets: Street lights, seats, salt bins	Defective equipment and level of service	L	Street lighting full upgrade implemented and regular maintenance in place Register of Assets in place and reviewed annually
Assets: IT laptop, printer and data	Accidental damage	L	Located at PC Clerk Home. Repairs by accredited company. Reasonably secure at PC Home. Report to Police. Password secured, Use of Cloud, Recovery achievable
	Theft	L	
	Loss of data	L	
Finance	Ineffective Banking	L	Check interest rates and banking arrangements on an annual basis or more frequently as needed.
	Accuracy and reporting	L	Trained Clerk and RFO oversight
	Loss of cash through theft or dishonesty	L	No petty cash. Small amount of cheques handled. Income and expenditure monitored by Council at every monthly meeting.

Area	Risk	Level	Control
Finance cont'd	Poor Financial controls and records	M	The Council tracks income and expenditure on a spreadsheet and this allows for all income and expenditure to be accounted for. Financial Regulations are in place and are followed and are reviewed annually. Bank account reconciliation carried out each month and reported to each Council meeting including Direct Debits in month. Two signatories are required on cheques and Bank transfers. Annual external audit.
	Lack of Compliance with Customs and Excise Regulations	L	Clerk to reclaim VAT quarterly. RFO to review External Audit provides double check.
	Inadequate insurance	M	An annual review is undertaken of all insurance policies. Employers and Employees liabilities are a necessity and are within our policies. Ensure compliance measures are in place.
	Poor precept forecast leads to overspend	L	RFO and Council review precept proposals and monitor budget spend at each meeting.
	Comply with borrowing restrictions	L	No borrowing at present.
Public Liability	Claim made against council - assets	M	Insurance in place. Open spaces regularly checked. Risk assessments carried out as needed.
	Claim made against Council - events	M	Prior assessment of risk and lead organisation for each event. Event by event Insurance in place as necessary.
	Data protection Policy provision	M	The Council is registered with the Information Commissioner's Office and renews annually. There is a publication scheme policy in place to comply with freedom of information requests.
Employer Liability	Compliance with Employment Law	L	Membership of various national and regional bodies. Insurance for Employer Liability in place
	Compliance with Inland Revenue and Pensions Regulator Requirements	L  L	Regular advice from Inland Revenue. Employee details and salary reported using HMRC/RTI. External Auditor carry out annual checks. Income tax/coding notices applied using HMRC Basic PAYE Tools System New software programme in place for 1 April 2022 to comply with HMRC Digital transformation <b>Register with Pensions Regulator and make re-declaration in April 2024</b>
Legal Liability	Council activities are within legal powers	M	Clerk clarifies the legal position on any new proposal. Legal advice to be sought where necessary. Contractors own insurance cover up to £10Million validated prior to work starting

Area	Risk	Level	Control
	Document Control	M	Contracts and legal documents to be kept safely at the Clerks address. Important documents held on Council laptop and replicated to cloud. Minutes are properly kept, approved and signed Other data stored to comply with the Data Protection Act and under the retention of documents requirements. Old paper documentation to be archived at Bucks Council level.
Councillor Propriety	Inappropriate use of powers or inappropriate conduct	L	All Councillors to act within the rules under the Code of Conduct which each member has signed up to. Standing Orders in place and circulated to Councillors Libel and slander insurance in place Training to be provided as and when necessary.
	Conflict of interests	L	Declarations of interest by members at each meeting. Register of Interest forms completed and regularly reviewed. Gifts and Hospitality policy and Register is available to Members.
Display Screen Equipment Assessment	Poor facilities and environment does not meet requirements of the Display Screen Equipment Regulations	L	Clerk to carry out own risk assessment to include checks for enough space, suitable lighting and power, not too noisy, the temperature and humidity is at an acceptable level and the display screen and seating are at an acceptable height and the correct distance away from the user.
Independent Contractors	Liability when operating on Parish Property	M	All contractors to carry liability insurance up to £10Million and to conduct risk assessments prior to start working.
Covid 19	Not allowed to meet face to face	L	Agree protocol to use virtual meeting media – Zoom or Teams
MISC	Unexpected loss of Councillors Meetings not quorate	L	Defer decisions, wait for next election Coopt new members on to Council
MISC	Unexpected major events	M	Bank balance adequate to cover min 50% of Precept and Recreation Area 1 year maintenance cost Insurance in place