

## Marlingford and Colton Parish General Risk Assessment

### Foreward

“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.

### Risk Ranking

Using a simple 5 x 5 Matrix to determine the likelihood and consequence of any risks and how management intervention might reduce them to as low as reasonably practicable.

		Consequence (C)				
		Insignificant (I)	Minor (Mi)	Moderate (Mo)	Major (Ma)	Severe (S)
Likelihood (L)	Almost Certain (AC)	M	H	H	E	E
	Likely (L)	M	M	H	H	E
	Possible (P)	L	M	M	H	E
	Unlikely (U)	L	M	M	M	H
	Rare (R)	L	L	M	M	H



This Risk Assessment shall be reviewed

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

	Hazardous Event	Consequence	Risk Ranking		Effected	Management controls	Residual risk and further measures
			L	C			
1	Financial Mismanagement	<ul style="list-style-type: none"> <li>• Loss of money or goods caused by accident, fraud or dishonesty</li> <li>• Precept request not submitted by due date</li> <li>• VAT not reclaimed</li> <li>• HMRC responsibilities not maintained</li> <li>• Theft or loss of cash</li> <li>• Failure to make adequate provision to meet foreseeable future expenditure</li> </ul>	R	Ma	Public	<ul style="list-style-type: none"> <li>• Financial Regulations adhered to.</li> <li>• Insurance cover including public liability, employers liability, money, fidelity guarantee, property, officers indemnity and personal accident.</li> <li>• Internal auditor to report to full Council at least annually.</li> <li>• Cash only to be accepted in extenuating circumstances. All receipts to be dual signed and all cash to be banked intact.</li> </ul>	Tolerable with no further action needed.
			U	S	Council		
			P	Mo	Clerk		
			U	Ma			
			R	Ma			
		P	S				
2	Lack of proper communication	<ul style="list-style-type: none"> <li>• Breach of LGA 1972</li> <li>• Breach of Audit Regulations</li> <li>• Breach of Transparency Code for Smaller Authorities</li> <li>• Failure to deal with FO requests</li> </ul>	U	Mo	Public	<ul style="list-style-type: none"> <li>• Noticeboard regularly updated</li> <li>• Website regularly updated</li> <li>• Clerks contact details available on the noticeboard and website</li> <li>• Clerk used e-mail distribution list</li> <li>• All Councillors have full contact details of each other</li> <li>• Clerk maintains annual calendar of events to ensure Councillors are aware of actions that need to be taken.</li> </ul>	Tolerable with no further action needed.
			U	Mo	Council		
			P	Mo			
			P	Ma			

3	<p>Personal Accident to Councillor, clerk or voluntary worker</p> <p>Libel and Slander claim</p> <p>Legal Expenses accrued</p>	<p>Legal Action by Employee, Public or Volunteer</p>	R	Ma	<p>Public</p> <p>Council</p> <p>Clerk</p>	<ul style="list-style-type: none"> <li>Comprehensive Insurance purchased</li> <li>Risk assessments maintained</li> <li>Media relations policy in force to guide Councillors and Clerk in dealing with the public</li> </ul>	Tolerable with no further action needed.
4	<p>Loss or damage to village assets</p>	<p>Assets stolen or missing</p> <p>Assets damaged</p>	P	Mi	<p>Public</p> <p>Council</p>	<ul style="list-style-type: none"> <li>Asset register maintained</li> <li>Regular visual inspections maintained of all assets.</li> <li>All damaged assets made safe and repaired at earliest opportunity</li> <li>Loss or stolen assets reported to police and Council meeting</li> </ul>	Tolerable with no further action needed.
5	<p>Loss or damage to play equipment or Amenity area damage</p>	<p>Assets stolen or missing</p> <p>Assets Damaged</p> <p>Minor Injury to public</p> <p>Major Injury / death to public</p>	P	Mi	<p>Public</p> <p>Council</p>	<ul style="list-style-type: none"> <li>Weekly play area inspections undertaken by Councillors and recorded.</li> <li>Annual inspections carried out by qualified inspectors</li> <li>Any damaged equipment taken out of service until repairs can be carried out.</li> <li>Grass and hedge cutting to be completed by contractor holding public liability insurance</li> <li>Trees to be inspected by Councillors regularly and after any extreme weather.</li> </ul>	Tolerable with no further action needed.

						<ul style="list-style-type: none"> <li>Formal inspections to be carried out annually by professionals in line with recommended best practice and any remedial work undertaken within necessary timescales.</li> </ul>	
6	Clerk or Councillor acts ultra vires	Council brought into disrepute	R	Mi	Council Clerk	<ul style="list-style-type: none"> <li>Councillors and Clerk offered regular training sessions.</li> <li>Policies and advice available from Clerk</li> <li>NALC advisory service available to all</li> </ul>	Tolerable with no further action needed.
7	Loss or damage to council records	Council records lost or damaged through fire / theft etc	R	Mo		<ul style="list-style-type: none"> <li>All archive paperwork held outside the Clerks house</li> <li>E-mails and electronic records backed up regularly to 'the cloud'</li> <li>Current paperwork held in fire resistant filing cabinet.</li> </ul>	Tolerable with no further action needed.
8	Personnel incapacitated (permanent or temporary)	Lack of continuity Disruption of Service Loss of information	R U R	Mi Mi Ma	Council Clerk	<ul style="list-style-type: none"> <li>Clerk and Chair have shared access to back up of electronic data</li> <li>Clerk vacancy to be advertised immediately and an interim locum sought if needed.</li> <li>Councillor vacancies - Clerk informs district council immediately so that an advert can be placed. If the resignation leaves the council inquorate Clerk to seek advice from District Council</li> </ul>	Tolerable with no further action needed.

This document was reviewed by the clerk, Maria Hutson and approved by Marlingford and Colton Parish Council, September 2023