

LUDGERSHALL PARISH COUNCIL

**RISK MANAGEMENT
2016/17**

L = Low M = Medium H = High

| Area | Risk | Level | Control |
|-------------|--|--------------|---|
| Assets | Protection of Physical Assets | M | Play equipment, tractor and grounds maintenance equipment insured. Parish Marquee insured for loss and public liability. Check value every three years |
| | Maintenance of equipment | M | Annual ROSPA inspection - all necessary repairs or replacements carried out |
| Finance | Banking | M | Check interest rates and banking arrangements on an annual basis or more frequently as needed. |
| | Risk of loss of income | M | Insurance cover |
| | Loss of cash through theft or dishonesty | L | No petty cash. Very small amount of cheques handled Income and expenditure monitored by Council at each Council meeting |
| | Financial Controls and records | M | Bank account reconciliation carried out each month and reported to each Council meeting Internal and External audits |
| | Comply with Customs and Excise Regulations | L | Parish Clerk to reclaim VAT annually. Internal and External Audit provide double check |

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|----------------------|---|-------|--|
| | Sound budgeting to underlie precept | M | Parish Clerk to monitor budget and report to members at each meeting |
| | Comply with borrowing restrictions | L | No borrowing at present |
| Liability | Risk to third party, property or individuals | M | Insurance in place. Open spaces regularly checked Village Green regularly checked |
| | Legal liability as a consequence of asset ownership | H | Insurance in place Weekly checks of play area |
| Employer Liability | Comply with Employment Law | M | Membership of various national and regional bodies including employees organisation |
| | Comply with Inland Revenue Requirements | M | Regular advice from Inland Revenue. Salary reported using HMRC/RTI. Workplace Pension registered and compliant Internal and External Auditor carry out annual checks |
| Legal Liability | Ensuring activities are within legal powers | H | Parish Clerk clarifies the legal position on any new proposal Legal advice to be sought where necessary |
| | Proper and timely reporting via the minutes | M | Parish Council meets once every month with additional meetings as necessary Minutes made available to the press and public on the village notice boards and village website |
| | Proper Document Control | M | Leases and legal documents to be kept safely at the Clerks address. Important documents held on memory stick, laptop and Cloud Storage. Other data stored to comply with the Data Protection Act and under the retention of documents requirements. |
| Councillor Propriety | Code of Conduct | H | All Councillors to act within the rules under the Code of Conduct which each member has signed up to 18/5/2015 |

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|-------------------------------------|--|-------|--|
| | Register of Interest and Gifts and hospitality in place | H | Register of Interests completed Gifts and Hospitality Register is available to Members |
| COSHH | Use of chemicals under the COSHH regulations | H | COSHH Register adhered to if chemicals etc used Risk Assessment carried out before use |
| Display Screen Equipment Assessment | The Parish Clerk should ensure that her working environment fulfils the requirements of the Display Screen Equipment Regulations | H | Checks for enough space, suitable lighting and power, not too noisy, the temperature and humidity is at an acceptable level and the display screen is at an acceptable height and the correct distance away from the user Risk Assessment to be carried out |
| Risk Assessments | Dangers unspotted when work being carried out | H | Risk Assessment to be carried out for all work that is deemed necessary |
| Personal Protective Equipment (PPE) | Personal danger | M | PPE should only be considered as a last resort where all other introduced precautions cannot adequately control the hazard |
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Approved at 6th March 2017 meeting

SignedChairman Date