

WARMINGTON PARISH COUNCIL

Risk Assessment Policy



Reviewed by the Council on 9th May 2016 and adopted at that meeting

This policy to be reviewed annually together with the documents upon which it relies namely:-

- The Insurance Policy
- The Asset Register
- Standing Orders
- Financial Regulations
- Financial Risk Assessment
- Internal Audit Control

AREAS OF RISK

- ❖ ASSETS
- ❖ FINANCE
- ❖ EMPLOYEES
- ❖ COUNCILLORS

ASSETS

Risks: Loss or damage to assets
 Risk to others of asset being damaged or faulty
 Risk of litigation through asset being damaged or faulty

Action	Review
Ensure that all property is adequately insured and Public Liability insurance is in place	Annually
Maintain asset register listing asset, original price, value, whether high medium or low risk and necessary review period	Annually
Undertake a walk around the village to ensure that all of the property is in a good state of repair and order	Quarterly
Order an external inspection of the play area and play equipment at the fun field. The ensuing report to be discussed and acted upon as necessary at the next appropriate meeting.	Annually
Ensure monthly visual inspection of play area and play equipment at the fun field, ensuring that inspections are documented and any necessary action implemented immediately or as soon as practicable	Monthly
Ensure Portacabin conforms with Health & Safety Regulations and that the necessary inspections are in place eg electrical testing	Annually

FINANCE

Risks:- Loss of monetary value through fraud

Loss of financial control leading to inability to obtain best value and adhere to best practice and statutory obligations

Action	Review
Sound financial procedures put into place through the adoption of Standing Orders and Financial Regulations	Annually
Ensure adequate insurance is in place particularly adequate Fidelity Guarantee	Annually

EMPLOYEES

Risks:- Risks relating to lone working

Risks relating to the home working environment and equipment

Risks relating to the protection of documentation and information

Action	Review
Meetings at the home of the Clerk to be by appointment only. Clerk to request Councillor(s) to be present if appropriate	
Clerk utilises own computer telephone etc. Clerk to ensure adequate insurance provision is in place	Annually
Clerk to ensure that office environment conforms with Health and Safety guidelines eg lighting, seating etc. Councillors free to inspect working environment should they wish to do so, by appointment.	Annually
Clerk to inform Council should storage facilities become inadequate	As necessary
Clerk responsible for ensuring that documents and information are stored to a suitable standard:- a) Minute books are stored in a fire proof cabinet b) Deeds and legal documents are photocopied and the originals sent for archive c) Computer files are backed up to disk on a regular basis and a copy disk held by the Chairman d) Clerk ensures conformation with the Data Protection Act and the Freedom of Information Act.	As necessary

COUNCILLORS

Risks:- Risk of litigation if deemed not to have acted correctly

Action	Review
Clerk to ensure that all Councillors are aware of their responsibilities in law. In particular the implications of the Model Code of Conduct, the Freedom of Information Act, the Data Protection Act, the Race Discrimination Act and the Disability Discrimination Act.	On election / co-option
Clerk to maintain file containing completed Councillors' Declaration of Office forms and Register of Interests forms.	On election / co-option
Clerk to ensure that all Councillors have a copy of the adopted Standing Orders and Financial Regulations.	On election / co-option
Risk of judicial review if decisions are not made in a lawful way.	