



# **BRAMLEY PARISH COUNCIL**

# **RISK ASSESSMENT**

Date: 14th March 2019

Date for Review: March 2020

This risk assessment identifies, analyses and evaluates the risk or threat of disruptive incidents to the operation of Bramley Parish Council and its key requirements. For the risks evaluated as requiring treatment, proactive measures are considered that reduce the likelihood, shorten the period and limit the impact of the disruption on the Council.

The following table lists the known risks / threats that could cause disruption to the Council and its key requirements. The risk rating map (Appendix 1) has been used to calculate a rating (Low, Medium, High or Very High) for each risk.

Ref	Risk/threat	Rating L, M, H, VH	Probability rating	Impact rating	Risk treatment (actions to reduce or control the risk)
001	Loss of Clerk	H	1	5	<ul style="list-style-type: none"> <li>• Spare office key held by Chairman.</li> <li>• Duplicate keys labelled in key box in office.</li> <li>• Fidelity Guarantee insurance.</li> <li>• Major processes documented.</li> <li>• Locum Clerk available through SLCC.</li> <li>• Copy of all passwords for accessing computer, website, email, cloud data placed in a sealed envelope at Chairman's residence.</li> </ul>
002	Loss of clerical records	M	1	3	<ul style="list-style-type: none"> <li>• Duplicate important documents filed in fireproof safe.</li> <li>• Archived records held at Surrey Records Office, Woking.</li> <li>• Computer records stored on Microsoft Cloud.</li> <li>• Financial records backed up monthly on flash drive and external hard drive.</li> <li>• Bramley Update records stored on laptop hard drive and backed up quarterly on external hard drive.</li> </ul>
003	Theft / failure of computer equipment.	L	1	2	<ul style="list-style-type: none"> <li>• Electronic files stored on Microsoft Cloud and / or backed up on external hard drive.</li> </ul>
004	Adequacy of Precept	L	2	2	<ul style="list-style-type: none"> <li>• Sound budgetary process.</li> </ul>
005	Inadequate banking processes	L	1	1	<ul style="list-style-type: none"> <li>• Council's financial regulations set out the requirements for</li> </ul>

					banking and cheque reconciliations.
006	Loss of cash through theft or dishonesty	L	1	2	<ul style="list-style-type: none"> <li>• Small sum of petty cash kept in locked box in office.</li> <li>• Transactions backed up by receipts and recorded in accounting software.</li> <li>• Reconciliation carried out quarterly.</li> </ul>
007	Theft of money via online banking	M	1	3	<ul style="list-style-type: none"> <li>• 3 signatories required to authorise each payment via online banking.</li> </ul>
008	Inadequacy of financial control and records	L	1	2	<ul style="list-style-type: none"> <li>• Council's financial regulations set out the requirements for financial control and record keeping.</li> </ul>
009	Inaccurate claiming of VAT	L	1	2	<ul style="list-style-type: none"> <li>• Claim submitted quarterly.</li> <li>• VAT records automatically created from financial software.</li> </ul>
010	Timely submission of Annual Return	L	1	2	<ul style="list-style-type: none"> <li>• Annual return completed and approved by the Council in May meeting.</li> <li>• Submitted for internal audit then checked and sent to external auditors by end of June.</li> </ul>
011	Adequacy of insurance	M	2	3	<ul style="list-style-type: none"> <li>• Annual review of insurance policy.</li> <li>• Employer and employee liability is essential.</li> </ul>
012	Injury to employees / volunteers on BPC duty	L	2	2	<ul style="list-style-type: none"> <li>• Employees and volunteers covered within council insurance policy.</li> </ul>
013	Injury to Groundsmen on BPC duty	L	2	2	<ul style="list-style-type: none"> <li>• Training in use of equipment.</li> <li>• Regular inspection / maintenance of equipment.</li> <li>• Employees covered within council insurance policy.</li> <li>• Wearing of high-vis tabards.</li> </ul>
014	Assault on staff	L	2	2	<ul style="list-style-type: none"> <li>• Village Hall hire agreement conditions to limit risk to employees.</li> <li>• Employees covered within council insurance policy.</li> </ul>
015	Council operates within legal powers	L	1	2	<ul style="list-style-type: none"> <li>• Clerk to clarify position on legal powers and seeks legal advice if required.</li> </ul>

016	Accurate reporting of Council activities	L	1	2	<ul style="list-style-type: none"> <li>• Clerk to draft minutes of each Council meeting.</li> <li>• Minutes approved by Council.</li> <li>• Minutes available for public through the Parish Council website and office records.</li> </ul>
017	Propriety of Members	L	1	2	<ul style="list-style-type: none"> <li>• Members update Register of Interests.</li> <li>• Code of Conduct adopted.</li> <li>• Declaration of interests minuted at meetings.</li> </ul>
018	Data Protection policy	L	1	1	<ul style="list-style-type: none"> <li>• Council registration with Data Protection Agency.</li> </ul>
019	Freedom of Information policy	L	1	1	<ul style="list-style-type: none"> <li>• The Council has a model publication scheme for parish councils in place.</li> </ul>
020	Fire damage to Parish Council buildings.	H	2	5	<ul style="list-style-type: none"> <li>• Annual fire inspection</li> <li>• Buildings covered under Council insurance policy.</li> <li>• Fire extinguishers and blankets available and serviced annually.</li> </ul>
021	Injury to Village Hall users	L	2	2	<ul style="list-style-type: none"> <li>• Hire agreement to ensure suitable insurance cover for hirers equipment.</li> <li>• Annual test of portable appliances.</li> <li>• Annual electrical inspection.</li> <li>• Signage to denote wet / slippery floor.</li> <li>• Council insurance covers injury to hall users when on premises.</li> </ul>
022	Theft of equipment	L	2	1	<ul style="list-style-type: none"> <li>• Booking officer checks.</li> <li>• Included in Council insurance policy.</li> </ul>
023	Structural damage	M	2	3	<ul style="list-style-type: none"> <li>• Covered in Council insurance policy.</li> <li>• Inspection by qualified building inspector when required.</li> </ul>
024	Damage to premises by users	L	2	1	<ul style="list-style-type: none"> <li>• Monitoring by bookings officer.</li> <li>• Restrictions on usage if necessary.</li> <li>• Covered in Council insurance policy.</li> </ul>
025	Damage to cars parked in Village Hall car park	M	2	3	<ul style="list-style-type: none"> <li>• Warning notices for users.</li> </ul>
026	Accidents at work	L	2	2	<ul style="list-style-type: none"> <li>• Maintenance of Accident Book.</li> <li>• First Aid box maintained.</li> </ul>

027	Injury to users of street furniture	L	1	1	<ul style="list-style-type: none"> <li>• Quarterly maintenance checks by Clerk</li> </ul>
028	Injury from lighting columns	L	1	2	<ul style="list-style-type: none"> <li>• Checks by lighting contractors and report to Clerk as necessary.</li> <li>• Public liability insurance cover.</li> </ul>
029	Injury to users of Eastwood Road play area	M	2	3	<ul style="list-style-type: none"> <li>• Checks by Groundsmen and Clerk.</li> <li>• Dogs excluded.</li> <li>• Maintenance by Groundsmen.</li> <li>• Annual ROSPA safety inspection.</li> </ul>
030	Damage / theft of equipment in play area	L	2	2	<ul style="list-style-type: none"> <li>• Maintenance of secure fittings.</li> <li>• Covered in Council insurance policy.</li> <li>• Police surveillance if required.</li> </ul>
031	Remembrance Day road closure - injury to public	L	1	1	<ul style="list-style-type: none"> <li>• Road safety wardens</li> </ul>
032	Remembrance Day road closure – injury to road safety wardens	L	1	1	<ul style="list-style-type: none"> <li>• Briefing on road safety measures</li> <li>• Safety tabards worn</li> <li>• Advance road closure signs erected.</li> </ul>
033	Injury to flood wardens whilst on volunteer duty	L	1	1	<ul style="list-style-type: none"> <li>• Covered in Council insurance policy.</li> </ul>

**APPENDIX 1**

**Risk Rating Map**

The risk rating map and use of the probability and impact ratings will provides consistency to the evaluation of the risks identified.

- |                    |                       |
|--------------------|-----------------------|
| <b>Probability</b> | <b>Impact</b>         |
| 1. Rare            | 1. Insignificant      |
| 2. Unlikely        | 2. Minor              |
| 3. Possible        | 3. Moderate           |
| 4. Probable        | 4. Major              |
| 5. Almost Certain  | 5. Highly Significant |

<b>I M P A C T</b>	5	H	H	VH	VH	VH
	4	H	H	H	VH	VH
	3	M	M	H	H	H
	2	L	L	M	M	M
	1	L	L	L	L	L
		1	2	3	4	5

**PROBABILITY**

Risk Assessment:	Version number 2.1
Prepared by:	Kathy Victor (Clerk)
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