



# **BRAMLEY PARISH COUNCIL**

# **RISK ASSESSMENT**

Date: 4th March 2022

Date for Review: March 2023

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 and Assistant Clerk.</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 SALC.</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 in Mailchimp cloud.</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 banking and reconciliations.</li> </ul>
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> </ul>

Ref	Risk/threat	Rating L, M, H, VH	Probability rating	Impact rating	Risk treatment (actions to reduce or control the risk)
					<ul style="list-style-type: none"> <li>• Transactions backed up by receipts and recorded in accounting software.</li> <li>• Reconciliation checks 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>• Grounds work now carried out by external contractor. No groundsmen are employed by the Council.</li> </ul>
014	Assault on staff	L	2	2	<ul style="list-style-type: none"> <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> </ul>

Ref	Risk/threat	Rating L, M, H, VH	Probability rating	Impact rating	Risk treatment (actions to reduce or control the risk)
					<ul style="list-style-type: none"> <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	Theft of equipment	H	3	4	<ul style="list-style-type: none"> <li>Booking officer checks.</li> <li>Included in Council insurance policy.</li> </ul>
022	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>
023	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>
024	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>
025	Injury to users of street furniture	L	1	1	<ul style="list-style-type: none"> <li>Quarterly maintenance checks by Clerk</li> </ul>
026	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>
027	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> </ul>

Ref	Risk/threat	Rating L, M, H, VH	Probability rating	Impact rating	Risk treatment (actions to reduce or control the risk)
					<ul style="list-style-type: none"> <li>• Maintenance by Grounds contractor.</li> <li>• Annual ROSPA safety inspection.</li> </ul>
028	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>
029	Remembrance Day road closure - injury to public	L	1	1	<ul style="list-style-type: none"> <li>• Road safety wardens</li> </ul>
030	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>
031	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>
032	Inability to hold face-to-face Council meetings	H	3	4	<ul style="list-style-type: none"> <li>• Method to meet virtually e.g. video conferencing (conference calls used during Covid-19 pandemic in 2020)</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
	<b>PROBABILITY</b>					

Risk Assessment:	Version number 2.4
Prepared by:	Kathy Victor (Clerk)
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