



BRIZE NORTON PARISH COUNCIL

Risk Assessment Schedule

Risk Assessment Schedule	
Adopted by Full Council	May 2017
Last Review	June 2022
Next Review	June 2024

Definition of Risk Management

Risk is an exposure to danger or the possibility of incurring a misfortune, an injury or loss. It is suggestion that an event or action will inadvertently affect a company's ability to achieve its aims and objectives. Risk management is the job or skill of identifying the risks in a particular situation and taking steps to prevent or reduce them. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess possible risks and ensure that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has identified strategies that provide a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

Risk assessment philosophy

1. PURPOSE

To provide guidance to the Council to enable them to control risks associated with their activities.

2. SCOPE

This Procedure applies to all notified risks of Brize Norton Parish Council.

3. DEFINITIONS

- a. Risk – A risk is a situation possibly involving exposure to danger, harm or loss to someone or something valued;
- b. Hazard – A hazard is a condition in the parish, equipment, article, substance, machine, installation or situation that has the potential to cause harm or loss or both;

- c. Control Measures - Precautionary measures that reduce or eliminate the risk;
- d. Competent Person - A person who, by reason of their training, knowledge and experience, is considered capable of adequately assessing the health and safety risks associated with the operation being carried out;
- e. Residual Risk - The risk that remains after all the identified control measures have been mitigated.

4. METHOD

The Parish Council should follow the general principles of prevention

4.1 If possible, avoid risk altogether;

4.2 Evaluate the risks which cannot be avoided;

4.3 Address risks at source;

4.4 Take advantage of technological progress for improving working methods and making them safer;

4.5 Replacing the dangerous by the non-dangerous or the less dangerous;

4.6 Give appropriate training or advice to councillors and contractors.

MANAGEMENT				
Subject	Risk(s) Identified	H/ M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records (both paper and electronic) are kept in the filing cabinet at the Parish Clerks residence. The Council have a backup system to back up files regularly. In the event of the Clerk being indisposed the Chairman or other councillors will provide administrative support.	Review when necessary. Ensure procedures below are undertaken.
Meeting location	Adequacy Health and Safety	L	Meetings are held in the Sports Pavilion, Station Road. The Clerk holds a key to the Sports Pavilion and in the event of her being indisposed the Chairman also holds a Key (in the ICE envelope). The Chairman of Brize Norton Sports and Social Club and The Humble Bumble Cafe also hold other keys. The football coaches also have keys. Mrs Davies has a key for the Elder Bank Hall. In addition, the cleaner, handyman and the Pre-school have main door keys. The Mason's Arms has a back-door key to The Elder Bank Hall. All the premises and facilities are considered to be satisfactory from a health and safety, accessibility and comfort aspect for the Clerk, Councillors and any Public who attend. A Health and Safety notice for the premises is provided by the Elder Bank Hall.	Existing procedure adequate.

			There is disabled access through the fire door to the Pavilion.	Annual review of the Risk Assessment.
Council Records	Loss through theft, fire, damage	L	Papers, both current and archived, are held in the filing cabinet in the clerks private residence. Other records are in the filing Cabinet in the Elder Bank Hall and also in storage with county records.	Damage or theft is unlikely and so adequate provision is made
Council Records electronic	Loss through damage.	M	The Parish Council's electronic records are stored on the Parish Council computer. The Council have a backup drive system that backs up files on a regular basis. E-mails are either printed or filed by subject.	Regular review

FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The precept is considered by the Parish Councillors in November prior to making a recommendation to be approved in December.	Existing procedure Adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure Adequate. Review provision and compliance annually
Banking	Inadequate checks	L	The Council has adopted the NALC model Financial Regulations, which set out the requirements for banking, cheques and internal audit.	Existing procedures Adequate. Review Financial Regulations as Necessary.
Cash	Loss through theft or dishonesty	L	Monthly reconciliation prepared by RFO and checked by the councillors before or at the council meeting for verification purposes. Two signatories are required on cheques, Stubs and BACS transfers. Internal and external audit undertaken annually. All payments must be detailed in the Financial Reports presented to the Committee and Council. Any cheques or cash are banked as soon as possible by the clerk. Petty cash is not kept by the council or clerk.	Existing procedures Adequate. Annual review of Financial Regulations.
Loss of Clerk	Fraud Actions undertaken Salary paid incorrectly	M L L L	In the event of the Clerk resigning, the Chairman has copies of passcodes and keys in an ICE envelope. They would take over An administration role in the absence of a Clerk. The requirements of Fidelity Guarantee must be adhered to. Internal procedures in place. Clerk should be provided with relevant Training, reference books, access to assistance and Legal advice (eg: NALC, SLCC, OALC). Timesheets kept (annotated) on an X-CEL Spreadsheet, tabulated with accumulated totals and cross checked against payments. Payroll is outsourced.	Membership of SLCC maintained Monitor working Conditions. Existing procedures Adequate.
Payroll	Breach of employment laws including NI and tax	L	Procedures in place. Members of NALC & OALC who provide updates for review by the Finance Working group. Payroll is outsourced to a payroll company.	Annual Audit carried out by Internal Auditor.

VAT	Re-claiming/ charging	L	The Council has financial regulations which set out the requirements. VAT recovered annually.	Existing procedures
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Election Costs	Risk of election cost	M	Risk in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. Costs are met from General Reserves.	Existing procedures Adequate.
	Risk of election to fill a casual vacancy	M	Cost of the election would be met from general reserves	Consideration of increase in budget to allow contingency.
Annual Governance and Accountability Return (AGAR)	Not submitted within time limits	L	AGAR is complete and signed by the Council and the Internal Auditor. It is then checked and sent on to the External Auditor within time limit. Clerk prepares a timetable for submission.	Existing procedures adequate.

ASSETS

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Street furniture and Office equipment	Damaged bins notice boards, bus shelters and benches etc.	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by Parish Councillors.	Existing procedures adequate.
Office Equipment	Computer, (screen & stack), scanner	M	A website and computer technician monitors the hard drive and updates Relevant issues when necessary.	Existing procedures adequate.

LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments Working Parties taking decisions	L L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure clear terms of reference are in place. Financial Regulations in place.	Existing procedures Adequate.
Minutes/ Agendas/ Statutory documents	Accuracy and legality Non-compliance with statutory	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements.	Existing procedures Adequate.

	requirements		<p>Minutes are approved and signed at next meeting unless there is a resolution made to defer approval until the following meeting.</p> <p>Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman according to Standing Orders.</p>	<p>Undertake adequate training.</p> <p>Members to adhere to Code of Conduct and Standing Orders.</p>
Public Liability	Risk to third party, property or individuals	L	Insurance is in place. Risk assessment of any individual event undertaken e.g. Village Bash, Bonfire Night, Community Speed watch.	Existing procedures Adequate.
Employer Liability	Non-compliance with employment law	L	<p>Undertake ongoing training to ensure personnel working group are aware of current legislation.</p> <p>Seek advice from the Council's insurance company where required.</p> <p>Employer's Liability insurance in place.</p>	Existing procedures Adequate.
Employee Liability	Causing injury (damage) to employee property	L	Insurance cover in place.	
Councillor Liability	Causing injury (damage to Councillors)	L	Insurance cover in place.	
Legal Liability	<p>Legality of activities</p> <p>Proper and timely reporting via Minutes</p> <p>Proper document control</p>	<p>L</p> <p>L</p> <p>L</p>	<p>Clerk to clarify legal position on proposals and to seek advice if necessary.</p> <p>Council always receives and approves minutes at meetings. Where possible minutes are circulated shortly after the meeting.</p> <p>Retention of document policy in place</p>	<p>Existing procedures Adequate.</p> <p>Existing procedures adequate.</p> <p>Existing procedures Adequate.</p>
Freedom of Information and Data Protection	Policy Provision	L-M	<p>The Council has the following documents in place:</p> <ul style="list-style-type: none"> • a model publication scheme • Privacy Data Notices • Privacy Policy • Data Protection Policy • Document Retentions Policy 	<p>Monitor and report any impacts made under the freedom of information and data protection. Regular policy reviews.</p>

COUNCILLORS PROPRIETY

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members Interests	Conflict of interest Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent during a meeting. Register of Members Interests form to be reviewed at least on an annual basis.	Existing procedures Adequate. Members to take responsibility to update their register.

COUNCIL REPUTATION				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Councillor and staff	Bringing the Council into disrepute	M	Councillors understand and receive training on the Code of Conduct. A professional approach is undertaken on all Parish Council matters, including Social Media.	Not all Councillors have received training. Members to identify any training needs.