

**Horsmonden Parish Council
Annual Risk Assessment - 2017/2018**

Column1	Column2	Column 3	Column 4	Column 5	Column6
Category of Risk	Risk	Likelihood (1-3)	Severity (1-3)	Risk Rating (L x S)	Management Strategy
Insurance	Under Insurance	1	3	3	Review general insurance cover at renewal.
	Insurer Folding	1	3	3	Ensure Insurer is registered with the relevant Financial Authority
Councillors'/Clerk's Indemnity	Liability for breach of conduct	1	2	2	Covered under Insurance since 2004. Ensure continuation of cover.
Standing Orders	Standing Orders out of line with legislation/code of conduct	1	2	2	Standing orders and Financial regulations revisited and agreed in 2016
Bye Laws	That current Byelaws could be construed in a discriminatory light	1	2	2	Current Byelaws were passed by DEFRA in 2005
Ownership of Village Green.	Ownership of Green could be challenged	1	2	2	Land registry agreed to Qualified title of ownership but not freehold. Unlikely to be successfully challenged as if the PC cannot claim freehold ownership v unlikely that anyone else can, given evidence provided to land registry .
Village Green Electricity Box	Malfunction of Village Green Electricity Box	1	3	3	The box is tested annually.
	Risk of interference with VG Box causing harm	1	3	3	Box is kept locked and keys are only handed to those who have booked the green through prior arrangement. Signage on outside of box to be considered warning of dangers.
Use of Village Green	Liability risk for Parish Council	1	1	1	Booking procedure requiring risk assessment and Insurance cover by event organisers. TWBC Events booking used for large events. Council's insurers provide public liability for everyday use of the Village Green.
	Damage to green resulting in expense	1	1	1	Deposit now requested from event organisers prior to any event taking place.

Appendix 1

Trees	Liability risk of trees causing damage/injury	1	3	3	Regular tree surveys carried out. Surgery completed where necessary and monitoring of any problems continued.
Shelter	Liability for repairs and up keep . Fire risk assessment.	1	2	2	Shelter new and in good repair. Council have shelter cleaned once a month and provide litter and cigarette bins which are regularly emptied. Council listen to feed back from parishioners about use of shelter.
Ownership of Village Hall	Liability for external repairs	1	2	2	Low risk. These items are budgeted for in precept.
	Electrical testing	1	3	3	The trustees are reminded annually about this item
	Fire assessment	1	3	3	The trustees are reminded annually about this item
	Checks for legionella	1	3	3	The trustees are reminded annually about this item and the water temperature is regularly monitored and recorded.
Ownership of Institute Building	Liability for external repairs	1	2	2	Low risk. These items are budgeted for in precept. Council currently
	Clock maintenance	1	2	2	Council have had the clock tower access reviewed and health and safety measures incorporated
	Electrical testing	1	3	3	Electrical testing is carried out at the required time
	Fire assessment	1	3	3	Fire extinguishers and emergency lighting and alarms are tested regularly
	Checks for legionella	1	3	3	The water temperature is regularly monitored and recorded.
	No lease in force	3	3	9	Lease needed - clerk and council are currently working on this
Public Conveniences	Liability for repair/upkeep:	1	2	2	Regular checks made on the state of repair. Recent conversion means repairs are unlikely to be needed
	Cleaning	1	2	2	Cleaning carried out by contractor 3 times a week.
	Water & sewerage	1	2	2	Recent upgrade means water and sewerage are unlikely to have any problems
	Electrical supply/testing	1	3	3	Recent refurbishment means electrical supply has been tested and internal wiring has been tested recently.
	Fire Assessment	1	3	3	Recent refurbishment . Fire risk unlikely as few flammable surfaces/objects
Lease of Parish play area	Liability for provision of safe Parish play area	1	3	3	Play area is inspected daily by caretaker, as previously and annual inspection by RoSPA.

Appendix 1

	Lease needs to be updated	3	2	6	Updated lease needed - Clerk and council are working on this
Ownership of sports ground	Risk of damage to sports ground	1	1	1	New lease completed 2013 meaning up keep of the grounds is undertaken by the management of the sports club
Accounts -including Internal Audit	Incorrect/fraudulent bookkeeping	1	2	2	All transactions conform to stated practice in Standing Orders; 2 signatories for cheques; Clerk cannot sign; Accounts approved at each month's Parish Council Meeting. Notwithstanding the above, indemnity insurance cover is in force to protect the PC. Accounts are signed off by External Auditor each year. HPC employ an internal auditor to ensure that all recommended practices are followed.
Duties as an Employer	Deficiencies in Contract of Employment and Role	1	1	1	Contract of employment based on Kalc model signed and completed. Council to undertake pension provision as at 01/04/2017 as required by law. Job description available. Taxation of earnings and NI payments are all registered with HMRC and a PAYE system is in force.
	Health and Safety in the Parish Office	1	1	1	Electrical PEAT testing carried out regularly. Office monitored for health and safety issues. Office refurbishment taking place to ensure reasonable working conditions. Council developing a Lone Workers policy and procedures. Clerk has a mobile phone which is kept with her at all times during working hours.
	Cover for potential long term sickness of clerk	1	1	1	Sickness provision has been built up in the councils reserves.
Information/Records	Loss of Computerised Data	1	3	3	Manual back up performed regularly by clerk and stored separate to computer. Cloud storage and back up constantly. Council providing
	Non-Compliance with Data Protection Act	1	3	3	The Council abides by and responds to current legislation.
	Non-Compliance with Freedom of Information Act	1	2	2	The Council abides by and responds to current legislation.
	Damage or loss of important documents owing to fire/flood.	1	2	2	Council now have fireproof cabinet in Village Hall and important documents are held within this. Computerised records on cloud storage.

Appendix 1

Health and Safety	Contractors	1	2	2	Check on contractors to ensure that they follow health and safety advice and measures when carrying out works for the Council. Clerk requests a copy of the contractors statement policy or method statement and public liability insurance for all contractors carrying out works on the councils behalf.
	Volunteers ,Health and safety of volunteers, and public liability.	1	2	2	Risk assessments carried out and health safety procedures followed. Appropriate equipment used.
Speedwatch activity/equipment	Health and safety of volunteers, and public liability.	2	2	4	All volunteers have to undergo the speedwatch training led by Kent Police and are insured appropriately. Equipment is serviced regularly .

Key

Likelihood

	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Severity

Likelihood Severity

1 Unlikely	1 Minor
2 Possible	2 Medium
3 Probable	3 Major

Priority - action required

Medium priority

Low priority - no action required