**Cawston Parish Council General Risk Assessment**

**Foreword**

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

# This Risk Assessment shall be reviewed

* Every year on its anniversary

# Significant changes in activities and / or risks

* As instructed by appropriate outside bodies

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|  | Hazardous Event | Consequence | Effected | Management controls | Residual risk and further  measures |
| 1 | Financial Mismanagement | Loss of money or goods caused by accident, fraud or dishonesty  Precept request not submitted by due date VAT not reclaimed  HMRC responsibilities not maintained  Theft or loss of cash | Public Council Clerk | Financial Regulations | Tolerable with no further action needed. |

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| 2 | Lack of proper communications | Breach of LGA 1972  Breach of Audit Regulations  Breach of Transparency Code for Smaller Authorities  Failure to deal with FO requests | Public Council | * Noticeboard regularly updated * Website regularly updated * Clerks contact details available on the noticeboard and website * Clerk used e-mail distribution list * All Councillors have full contact details of each other * Clerk maintains annual calendar of events to ensure Councillors are aware of actions that need   to be taken. | Noticeboards to be updated.  Council needs to have access to the current website or a separate Parish Council website. |
| 3 | Personal Accident to Councillor, clerk or voluntary worker  Libel and Slander claim  Legal Expenses accrued | Legal Action by Employee, Public or Volunteer | Public Council Clerk | Comprehensive Insurance purchased  Risk assessments maintained | Insurance policy to be circulated and reviewed. |
| 4 | Loss or damage to assets | Assets stolen or missing  Assets damaged | Public Council | All damaged assets made safe and repaired at earliest opportunity Loss or stolen assets reported to police and Council meeting | Regular visual inspections of assets and log of defects recorded.  Asset Register to be circulated. |

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|  |  | Council records lost or damaged through fire / theft etc. |  | E-mails and electronic records  backed up regularly to ‘the cloud’.  Current paperwork held in fire resistant filing cabinet. | All archive paperwork to be held outside the Clerks house.  Records to be taken to Norfolk Records Office.  Electronic records are held on secure portable hard drive and backed up to the cloud. |
| 5 | Clerk or Councillor acts ultra-vires | Council brought into disrepute | Council Clerk | Councillors and Clerk offered regular training sessions.  Policies and advice available from Clerk  NALC advisory service available to all | Tolerable with no further action needed.  The clerk is currently undergoing training.  Training is to be arrange for Councillors. |
| 6 | Personnel incapacitated (permanent or temporary) | Lack of continuity Disruption of Service Loss of information | Council Clerk | Shared access to back up of electronic data  Website access available through NALC  Clerk informs district council immediately of the vacancy so that an advert can be placed. If the resignation leaves the council inquorate Clerk to seek advice from District Council | Tolerable with no further action needed. |

# This document was written by the clerk, Sarah Vergette