**THROPTON PARISH COUNCIL**

**RISK ASSESSMENT AND MANAGEMENT**

**8/3/21**

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| **Area** | | **Risk** | **Level** | **Control (and agreed improvements)** | |
| **Assets** | | Protection of physical assets | L | Play area equipment @ £32448 and street furniture @ £16224 included in insurance policy | |
|  | | Security of buildings, equipment etc | L | No buildings owned by the Parish Council | |
|  | | Maintenance of buildings, equipment etc | M | No buildings owned by the Parish Council | |
| **Finance** | | Banking | M | Less than £20,000 held at any one time. No bank charges and no interest earned | |
|  | | Risk of consequential loss of income | L | Precept main income. Other, VAT returned. | |
|  | | Loss of cash through theft or dishonesty | H | Normally no cash handled. Fidelity guarantee cover upto £150,000 | |
|  | | Financial controls and records | M | Financial Regulations in place. Regular bank reconciliation and budgetary control reports prepared and reported to Council. Signatures required on cheques, two members, Internal audit | |
|  | | Comply with Customs and Excise Regulations | M | VAT payments and claims calculated by Clerk. Open to inspection by members. Internal and external auditor to provide double check | |
|  | | Sound budgeting to underlie annual precept | M | Council receives detailed budget in November. Precept derived directly from this. Income & Expenditure against budget reported to Council at meetings | |
|  | | Complying with borrowing restrictions | L | No new borrowing likely at present | |
| **Liability** | | Risk to third party, property or individuals | M | Public Liability insurance in place. Existing cover of upto £10m | |
|  | | Legal liability as consequence of asset ownership | M | Assets owned being bus shelters, noticeboard, play area equipment, seats, bins – total of public liability cover £10m. Share of Joint Burial Committee assets included within their insurance policy. | |
|  | | Libel and Slander | M | Members and clerk – standard cover upto £500,000 | |
|  | | Officials Indemnity | M | Cover for members and clerk for any negligent act, accidental error or omission committed – standard cover upto £500,000 | |
| **Employer Liability** | | Comply with Employment Law | M | Advice sought from NALC when required. Existing employers liability insurance cover upto £10m. | |
|  | | Comply with Inland Revenue requirements | M | Clerk declares income to Inland Revenue. WPC registered as PAYE Employer. Internal auditor carries out annual checks | |
|  | | Safety of Staff and visitors | M | No visitors to Parish Council office at Clerk’s home. | |
| **Legal Liability** | | Ensuring activities are within legal powers | H | Clerk clarifies legal position on any new proposal. Legal advice to be sought when necessary | |
|  | | Proper and timely reporting via the Minutes | M | Council meets bi-monthly and receives and approves Minutes of meetings held in interim. Minutes made available to the public. | |
|  | | Proper document control | M | Leases and legal documents (none at present) in Clerk’s home. Key documents to be stored at bank or at solicitor. Compliance with the Data Protection Act, Equality Act, Localism Act 2011 and Freedom of Information Act | |
| **Councillor Propriety** | | Registers of Interests and gifts and hospitality in place | M | Register of interests completed. Members to declare any gifts or hospitality (over £25 in value) as and when received. Adopted Code of Conduct and Localism Act 2011 | |
| **Covid-19 Pandemic** | | Transmission of infection | M | Electronic Parish Council meetings currently being held. Once physical meetings commence, government guidelines on social distancing/cleansing and Thropton Memorial Hall requirements to be adhered to. Current social distancing guidelines to be followed in the event of urgent business that requires a physical meeting, ie.damage to a PC asset/items that require Parish Cllr signatures. | |
|  | Thropton play area  Infection prevention, cleaning and safety of all persons | | **H** | | The following is displayed at the play area. “The equipment in this play area is not cleansed daily. Please use this play area responsibly and observe the latest social distancing guidelines whilst Coronavirus remains a threat. Guardians are requested to bring hand sanitiser gel or wipes to clean children’s hands to encourage hand hygiene, particularly at the beginning and end of play and users or guardians should avoid touching their face. Sanitise your hands before, during and after using the play area, especially after touching play equipment and the access point. Equipment should be cleansed by users and guardians, particularly where there are clear touch points such as swing rockers. If the play area is busy, please wait or come back at another time. Users and guardians to observe the need for social distancing. It is requested those using the play area to only have one guardian accompanying a child to promote social distancing, including for guardians who might push children on swings. Use of individual pieces of equipment within the play area is limited to one per household at one time. Avoid non-essential contact and physical contact with others.  If you or any of your family are unwell, please do not use the play area. If a person becomes unwell whilst in the play area with coronavirus symptoms (a new continuous cough or a high temperature) they must go home and inform Thropton Parish Council. |

This risk management paper will be reviewed annually.

Claire Miller

Clerk to the Council