

# TEMPLE SOWERBY PARISH COUNCIL

## Risk Assessment

Item	Risk to Council	Risk Level	Management of Risk	Action
1	<p><b>Loss or damage to property:</b> Playground &amp; equipment</p> <p>Village Green maintenance</p> <p>Parish Houses</p> <p>Bus Shelter</p> <p>Speeding Indicator Device</p> <p>Defibrillator</p> <p>Maypole</p>	LOW	<p>Inspected weekly by 2 Parish Councillors and inspected annually by ROSPA</p> <p>Regularly consult TPO Officer (EDC) Trees observed by councillors weekly, specialist Tree surgeon contacted if needed. Grass cutting carried out seasonally by competent personnel</p> <p>Utilities inspected by qualified specialists where applicable to land lord. Appointed trustees meet annually to deal with property matters. 'Sinking Fund' in place Clerk in regular contact with tenants.</p> <p>Repairs carried out as needed, shelter inspected regularly. Good hygiene practiced.</p> <p>Installed in suitable location by competent councillors wearing high viz vests</p> <p>Inspected weekly and recorded</p> <p>Solid structure. Ensure rope is tied up fully at reasonable height</p>	<p>Public Liability Insurance Cover Council also requests adequate insurance cover from successful contractors</p> <p>Insurance cover</p> <p>Insured</p> <p>Insured</p> <p>Insured</p> <p>Insured</p>

Item	Risk to Council	Risk Level	Management of Risk	Action
2	Loss or injury to public	LOW	Careful observation	Public Liability Insurance
3	Emergency cover for clerk if necessary	LOW	Ensure cover is available by competent person	Covered by budget
4	Adequacy of precept	MEDIUM	Reviewed at every meeting	Members check
5	Banking cheques etc	MEDIUM	Bank reconciliation at every meeting, all cheques signed by two signatories	Members check
6	Loss of money from the Council by fraud or dishonesty	LOW	Internal and external audit Finances checked at all meetings	Fidelity Guarantee Insurance
7	Grants claims procedure and receipt	LOW	Clerk/RFO action as required	Members check
8	Salary rate & hours	LOW	Contract rate & hours	Members check
9	Invoices and cheque payments	LOW	Clerk/RFO checks invoice is correct, payment authorised by Council and minuted	Members sign check
10	VAT	LOW	VAT analysis in cash book Clerk/RFO applies for VAT refund at least annually	Members check
11	Adequacy of reserves	MEDIUM	Reviewed at every meeting	Members
12	Financial records	LOW	Clerk/RFO maintains up to date and accurate records which are presented at every meeting	Internal Audit & Members
13	Digital Records & Communication	MEDIUM	Clerk receives all council communication and digital records are kept. Digital records are backed up periodically. Relevant virus protection is in place on any council/councillor pc to ensure adequate protection against virus/hacking of council files and communication	Members & Clerk check