



## Bury Parish Council RISK MANAGEMENT SCHEME

### APPENDIX A

#### 1. Introduction

Risk assessment is a general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible.

		Impact			
		Negligible (1)	Low (2)	Medium (3)	High (4)
Likelihood	High (4)	4	8	12	16
	Medium (3)	3	6	9	12
	Low (2)	2	4	6	8
	Negligible (1)	1	2	3	4

Assessors	PC Clerk RS DW	Parish Council Clerk Cllr Scantlebury Cllr Wakefield
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Subject	Risk	Score	Management/control of Risk	Review/Assess/Revise	Assessor
Financial Risk - loss of public funds	<p>Inadequate funds - precept too low</p> <p>Inadequate record keeping</p> <p>Inadequate reporting of financial movements</p> <p>Banking irregularities</p>		<p>BPC have adopted the NALC Model Financial Regulations.</p> <p>The Clerk presents monthly cashflow at full council meeting by way of monies received, cash book and bank reconciliation. The reports are viewed by all and checked by the Chairman at these meetings.</p> <p>The PC uses Scribe accounting software. Quarterly finance reports produced and analysed by RFO and Council.</p> <p>Independent internal auditor to review policy and procedure.</p> <p>Finance Working Group created, working alongside Clerk to make recommendations to Full Council.</p> <p>Budgeting work commences October in order to be ready for precept submission to HDC in time for December deadline.</p>	<p>Reviewed –Yearly</p> <p>Assessed – Monthly, quarterly.</p> <p>Revised – Annually at full Council.</p>	<p>PC</p> <p>RFO/Chair</p> <p>IA</p> <p>EA</p>
Members interests	<p>Conflict of interests</p> <p>Register of members interests</p>		<p>Declarations of interest by members at Council meetings. Register of members interests forms reviewed annually.</p>	<p>Reviewed – Monthly</p> <p>Members take responsibility to declare their interests at meeting, HDC update the register annually.</p>	<p>PC</p>
Insurance and Assets	<p>Adequacy of the policy</p>		<p>An annual review is undertaken of all insurance arrangements. Parish Council assets, Public Liability cover and cover for volunteer workers. The insurance</p>	<p>Reviewed – Annually- insurance</p> <p>Reviewed – Monthly - assets</p>	<p>Clerk/PC</p>



			arrangements are discussed at full council meeting prior to renewal. Council member responsible for the risk management of parish assets.		
Data protection	Policy provision		The Parish Council is registered with the Information Commissioners Office.	Reviewed - Annually	Clerk
Freedom of Information	Policy provision		The Council has a Model Publication scheme in place. The Council is registered with the Information Commissioner. All FOI requests are dealt with by the standard process as set out by the Information Commissioner.	Reviewed – Annually and as required.	Clerk
Transparency and accountability	Policy provision		The Council has adopted the Transparency Code for Smaller Authorities	Reviewed - Annually.	Clerk
Maintenance (Play Park) Street Lighting	Poor Maintenance of assets or amenities		All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Reviewed – Annually Assessed – Monthly Revised – As required	RS/DW Clerk Inspector
Notice Board	Risk of damage		The Parish Council currently has 4 x notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Clerk and dealt with in accordance of the correct procedures of the Council	Reviewed – Annually Assessed – Twice monthly Revised – As required	Clerk



Meeting locations	Adequacy Health & Safety		The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. Bury Village Hall conduct their own risk assessments.	Reviewed – Annually Assessed – Twice monthly Revised – As required	PC Clerk
Council records – electronic	Loss through: Theft, fire damage or corruption of computer		The Parish Council electronic records are stored on the Council laptop the laptop resides at the clerks home. The laptop is stored within a lockable metal cabinet when not in use. Back ups of electronic data are made at regular intervals via cloud storage. External IT company retained.	Reviewed – Annually Assessed – Annually Revised – As required	Clerk
Lone Working	Physical injury to Clerk or Council members whilst working alone		See Loan Working Policy	Reviewed – Annually Assessed – Daily Revised – As required	PC Clerk
Guard Room RAF Upwood (Requires own risk assessment)	Physical injury to Clerk or Council members whilst attending site		No one to attend site alone. Use buddy system when attending site. Keep log of site visits. All attendees must wear hi-viz, safety boots and hard hat when attending site. All attendees to book visits with site owners.	Review monthly as project progresses.	PC Clerk
Christmas Lights And Event	Checking lights -Electrical failures Risk of electrocution Working at height Succumb to cold Lone working		Safety checks carried out by qualified electrical contractor ahead of event. Specialist height company hired for put up/take down Regular breaks, warm provisions provided, rotation of volunteers to nearest warm area.	Reviewed – Annually Assessed – Daily Revised – As required	PC JP KP Volunteers



	Event: Road closure Risk to public Safeguarding		Refer to lone working policy. Event: Not enough secure barriers and signage. Inadequate signage/wardens to patrol. <b><i>All wardens to be DBS checked.</i></b>		
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Approved by members on  
Review period: Annual