**HAZLEMERE PARISH COUNCIL RISK ASSESSMENT**

**INSURANCE RISK**

|  |  |  |
| --- | --- | --- |
| **RISK DESCRIPTION** | **MEASURES TAKEN** | **RECOMMENDATIONS/CONTROLS** |
| Damage to third party property or individuals | Public Liability | Annual check on insurance cover (RFO) September |
| Council Property | All Risk Insurance/stored securely | Annual check on insurance cover (RFO) September |
| Civic Regalia | Special Insurance/Stored in Safe | Annual check on insurance cover (RFO) September |
| Electrical Equipment | Annual PAT testing  | February |
| Play Equipment | Weekly Warden Check/Annual external check | Weekly/November |
| Insolvency of Insurance Company | Policy with large insurer through brokerage | Three yearly insurance review |
| Loss through theft/dishonesty | Fidelity Insurance | Annual check on insurance cover (RFO) September |
| Personal Accident to Officers/Councillors | Insurance | Annual check on insurance cover (RFO) September |

**OUTSIDE RISK**

|  |  |  |
| --- | --- | --- |
| **RISK DESCRIPTION** | **MEASURES TAKEN** | **RECOMMENDATIONS/CONTROLS** |
| Changes to legislation | Member of SLCC and BMKALC  | Advice received from relevant bodies; Full Council to provide effective training to Officers, Wardens and Councillors |
| Contractors working on Council property | All relevant insurances to be requested by Council | Full Council to ensure all relevant documentation has been requested and received |
| Tenants | All relevant insurances to be requested by Council | Full Council to ensure all relevant documentation has been requested and received |

**SELF MANAGED RISK**

|  |  |  |
| --- | --- | --- |
| **RISK DESCRIPTION** | **MEASURES TAKEN** | **RECOMMENDATIONS/CONTROLS** |
| Officers working alone  | Exit doors to be kept locked and answer system on rear entrance office door | Service rear door entrance system annually |
| Officers alone when locking up | Ensure a Councillor remains on the premises following an evening meetingLocking up, where possible, ensure all staff leave at the same time |  |
| Workers’ safety | Clerk 1st Aid CertificateHead Warden Chain saw, strimmer and working at heights certificates | Warden to undertake basic 1st Aid Course |
| Building Safety from Fire | Fire Alarm installed in all Cedar Barn buildings with relevant sensors and extinguishers; relevant signage placed on site | Advice from Fire Contractor and Buckinghamshire Fire Brigade. Annual and twice yearly checks by Fire Contractor |
| Recording of Members’ Interest | Register set up stored on website | Reviewed after each election and as necessary |
| Building Security | Cedar Barn block is locked when building is empty, office has alarm, barrier gate is lockedSafe to be used for legal documentsHazlemere Memorial Hall is locked by Hazlemere Memorial Hall CIO; they are totally responsible for the security of this building | Last person out of building to lock all doors, windows and barrier. Alarm checked annually.Hazlemere Memorial Hall CIO Trustees to ensure the building is locked and secured at all times and not left on the ‘fob’ lock. |
| Recording £25 and over Gifts and hospitality  | Stored in an office file |  |
| Completion of Code of Conduct | Register stored in Safe | Reviewed after election |
| Completion of Acceptance of Office | Register stored in Safe | Reviewed after election |
| Correct completion of financial records | Internal Audit completed twice a year/external audit completed once a year/ Chairman of Finance and General Purposes Committee and sign books monthly | Reviewed by Council annually November at Budget meeting |
| **RISK DESCRIPTION** | **MEASURES TAKEN** | **RECOMMENDATIONS/CONTROLS** |
| Collection of rents/leases | Internal Audit completed twice a year/external audit completed once a year | Reviewed by Council annually November at Budget meeting |
| Completion of allotment contracts | Internal Audit completed twice a year/external audit completed once a year | Reviewed by Council annually November at Budget meeting |
| Completion of Council Leases | Internal Audit completed twice a year/external audit completed once a year | Reviewed by Council annually November at Budget meeting |
| All Employment Law and relevant procedures for Pensions, Pay, Staff Conditions etc | Staff Committee | Reviewed by Council annually November at Budget meeting |
| Banking Arrangements | Internal Audit completed twice a year/external audit completed once a year/ Chairman of Finance and General Purposes Committee and Clerk to examine and sign books monthly | Reviewed by Council annually November at Budget meeting |
| Computer Hardware, Website and Software | Contractor maintains systems | Reviewed by Council annually November at Budget meeting |
| Loss of Income | Reserve to be maintained at quarter of annual Precept | Reviewed by Council annually November at Budget meeting |
| VAT and Customs and Excise requirements are met | Internal Audit completed twice a year/external audit completed once a year/ Chairman of Finance and General Purposes Committee to examine and sign books monthly | Reviewed by Council annually November at Budget meeting |
| Annual Precept is adequate  | Full Council and Finance and General Purposes Annual Budget Meeting | Internal Audit completed twice a year/external audit completed once a year |
| All Business activities are within the relevant law | Full Council | Internal Audit completed twice a year/external audit completed once a year |
| Comply with borrowing restrictions | Finance and General Purposes and Full Council | Internal Audit completed twice a year/external audit completed once a year |
| **RISK DESCRIPTION** | **MEASURES TAKEN** | **RECOMMENDATIONS/CONTROLS** |
| Staff Working Practices | Responsibility of Staff Committee | Full Council and Staff Committee to request appropriate advice |
| S137 Funds are properly used | Full Council and Finance and General Purposes Committee  | Internal Audit completed twice a year/external audit completed once a year |
| Meeting all timescales | Full Council  | Internal Audit completed twice a year/external audit completed once a year |
| Confidentiality is not breached | Passwords are secure | Internal Audit completed twice a year/external audit completed once a year |
| Backup procedures are carried out | Computer systems backed up to a cloud. Leases are stored in safe | Internal Audit completed twice a year/external audit completed once a year |
| Document Control | Items dated on receipt, relevant documents are stored in safe and copies kept in files and on computer | Internal Audit completed twice a year/external audit completed once a year |
| Minute and Agenda Production | Produced by Clerk in timely fashion and copies Agenda placed on Noticeboard and website; minutes on website | Internal Audit completed twice a year/external audit completed once a year |
| GDPR | Responsibility of Clerk and overseen by Full Council  | IAC appointed as Data Officer June 2018 to carry out 2 annual independent reviews |
| Hazardous substancesand correct storage of products by tenants | Responsibility of the tenant/Council, monitored by Clerk and Full Council  | Inspection as required  |

This policy were adopted by Full Council at its Meeting held 2 June 2020.

Last reviewed: June 2020

To be reviewed: May 2021