

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 meeting Locking up, where possible, ensure all staff leave at the same time	
Workers' safety	Clerk 1 st Aid Certificate Head Warden Chain saw, strimmer and working at heights certificates	Warden to undertake basic 1 st 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 locked Safe to be used for legal documents Hazlemere 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

February 2017
To be reviewed: February 2019