Horsford Parish Council General Risk Assessment

Foreword
"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that willenable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.
Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has takenadequate steps to minimise them.

This Risk Assessment shall be reviewed

- Every year on its anniversary
- Significant changes in activities and / or risks
- As instructed by appropriate outside bodies

	Hazardous Event	Consequence	Effected	Management controls	Residual risk and further measures
1	Financial Mismanagement	Loss of money or goods caused byaccident, fraud or dishonesty Precept request not submitted by due date VAT not reclaimed HMRC responsibilities not maintained Theft or loss of cash	Public Council Clerk	Financial Regulations	Tolerable with no further action needed.

2	Lack of proper communications	Breach of LGA 1972 Breach of Audit Regulations Breach of Transparency Code for SmallerAuthorities Failure to deal with FOI requests	Public Council	• Noticeboard regularly updated • Website regularly updated • Clerks contact details available on the noticeboard and website • Clerk used e-mail distribution list • All Councillors have full contact details of each other • Clerk maintains annual calendarof events to ensure Councillors are aware of actions that need to be taken.	Tolerable with no further action needed.
3	Personal Accident to Councillor, clerk or voluntary worker Libel and Slanderclaim Legal Expenses accrued	Legal Action by Employee, Public or Volunteer	Public Council Clerk	Comprehensive Insurancepurchased Risk assessments maintained	Insurance policy has been circulated and reviewed. Risk assessment to be reviewed/updated.
4	Loss or damageto assets	Assets stolen or missing Assets damaged	Public Council	All damaged assets made safe andrepaired at earliest opportunity Loss or stolen assets reported to police and Council meeting	Regular visual inspections of assets andlog of defects recorded. Asset Register to be circulated.

		Council records lost or damaged through fire / theft etc.		E-mails and electronic records backed up regularly to 'the cloud'. Current paperwork held in fire resistant filing cabinet.	Electronic records are held on secure portable hard drive and backed up to the cloud.
5	Clerk or Councillor actsultra-vires	Council brought into disrepute	Council Clerk	Councillors and Clerk offered regular training sessions. Policies and advice available fromClerk NALC advisory service available toall	Tolerable with no further action needed. Do any councillors require training?
6	Personnel incapacitated (permanent or temporary)	Lack of continuity Disruption of Service Loss of information	Council Clerk	Shared access to back up ofelectronic data Website access available throughNALC Clerk informs district council immediately of the vacancy so that an advert can be placed. If the resignation leaves the council inquorate Clerk to seek advice from District Council	Tolerable with no further action needed.

This document was written by the clerk, Sarah Vergette