

## Studley Parish Council Risk Management / Register 2017-18

Area	Risk	Potential impact	Likely Risk	Actions to reduce risk	Control / Comments	Status	Review
<b>Assets</b>	Protection of Physical Assets	M	M	Buildings and other assets insured (See asset register)	Annual maintenance inspection carried out on all assets. Insurance cover and value reviewed annually.	Done	
	Security of buildings / maintenance of buildings	H	L	PC does not have direct responsibility for any buildings	Annual inspection carried out on all assets leased to third party. Copy of insurance policies held by PC.	Done	
	Maintenance of Cemetery	M	M	Regular maintenance and inspection	Annual maintenance inspection carried out & quarterly inspections by Burial Committee Member of ICCM. Tree maintenance carried out in Nov 15.	Done & Ongoing	Professional Inspection of memorial stones by NAMM – Summer 17
	Maintenance of Recreation Ground	M	M	Regular maintenance and inspection	Annual maintenance inspection carried and weekly visual inspections carried out by contractor. Wet pour surface replaced on roundabout site Sept 2015.	Done & Ongoing	Refurb of skatepark undertaken June 17
	Maintenance of Allotment sites	M	M	Regular inspection and maintenance	Annual maintenance inspection carried out by PC and regular inspections carried out by Plot Secretary and Allotment Assoc.	Done & Ongoing	Cllr Crofts & Clerks inspection of sites on quarterly basis – next inspection Sept 17
<b>Liability</b>	Risk to third party, property or individuals	M	M	Insurance in place, amount of cover reviewed annually. Recreation areas checked regularly. Street lighting checked on regular basis. Xmas lights checked prior to erection	Approved Contractor used to maintain street lighting and xmas lighting.  Insurance cover reviewed annually by Clerk and PC	Done	
	Legal liability as consequence of asset ownership <ul style="list-style-type: none"> <li>• Cemetery</li> <li>• Recreation Grounds</li> <li>• Skatepark</li> <li>• Allotment sites</li> </ul>	H	M	Insurance in place and reviewed annually Weekly checks of play equipment and skatepark with written records kept Annual ROSPA inspection of recreation equipment Cemetery inspected annually as minimum Allotment sites are managed by Allot Assoc – PC inspects annually	Insurance cover. Annual maintenance inspection carried out Membership of ICCM Insurance cover reviewed annually by Clerk and PC Ongoing inspection recreational areas and cemetery by Clerk and PC Annual inspection of playground surfaces and equipment and skate park by external accredited inspector.	Done  Done & Ongoing  Ongoing & annual insp due Aug 16	Annual Inspection As previous

				Grounds maintenance contractor inspects open spaces and cemetery regularly whilst carrying out maintenance	Contractor reports any concerns to Clerks.		
<b>Area</b>	<b>Risk</b>	<b>Potential impact</b>	<b>Likely Risk</b>	<b>Actions to reduce risk</b>	<b>Control / Comments</b>	<b>Status</b>	
<b>Employer Liability</b>	Comply with Employment Law	M	M	Membership of various national and regional bodies	Membership of SLCC, WALC/NALC taken out annually	Done	
	Comply with HMRC requirements	M	M	Follow guidelines issued by HMRC Internal and external auditor carry out annual checks	Payroll run monthly with info submitted to HMRC immediately and PAYE/N/I contributions submitted monthly	Done & Ongoing	
	Safety of employees and visitors	M	L	Regular liaison with Village Hall (landlord) administrator to ensure all H&S requirements are being operated and reviewed. Access to PC office restricted. Risk assessment carried out before any public event	Training of Clerks. Audit. Clerk and PC representatives attend monthly VHM meetings where H&S requirements are discussed and action points agreed	Ongoing Done Ongoing	
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	M	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary	Contact with more experienced Clerks and WALC/NALC. Advice taken from PC Solicitor.	Ongoing	
	Proper and timely reporting via the Minutes	M	L	Council meets twice monthly and meets to approve and signs minutes. Minutes made available to press and public at PC office and on website	Councillor input.	Ongoing	
	Proper document control	M	L	Data storage to comply with Data Protection Act. Anti Virus protection on computer & laptop Back up to be carried out and stored securely Important documents held by Solicitor.	Fire resistant cabinet to store sensitive/confidential & financial documentation. Daily Computer backup on external hard drive stored in fire resistant cabinet Laptop kept in fire resistant cabinet when on site – no sensitive information kept on laptop External website provider used – New Website provider appointed April 2016	Done  Done & Ongoing  Done  Done	

<b>Councillor Probity</b>	Registers of interests and gifts of hospitality in place.	H	L	Register of interest completed and published.	Ongoing Code of Practice circulated Reviewed annually	Done	
	Declarations of interest at each meeting	H	L	Register of gifts/hospitality to be completed Agenda item and minuted	Chairman reminds Cllrs at each meeting	Done Done	

Reviewed and approved by Studley Parish Council 17 Oct 2017