ASHWELLTHORPE AND FUNDENHALL 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 will enable the Council to identify potential risks when undertaking or commissioning activities. The Council will undertake or cause to be undertaken, recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. The results of the risk assessment will be made available to those involved in the activity.

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

This Risk Assessment shall be reviewed

- Annually
- When significant changes in activities or risks occur
- As required by appropriate outside bodies

	Hazardous Event	Consequence	Affected	Management controls	Residual Risk and further measures
1	Financial Mismanagement	Loss of money or goods caused by accident, 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 Smaller Authorities. Failure to deal with FOI requests	Public Council	1)Noticeboard regularly updated. 2)Website regularly updated. 3)Clerks contact details available on the noticeboard and website. 4)Clerk uses e-mail distribution list. 5)All Councillors have full contact details for each other. 6)Clerk maintains annual calendar of events and alerts Councillors about actions that need to be taken.	Tolerable with no further action needed.

	Hazardous Event	Consequence	Affected	Management Controls	Residual Risk and further measures
3	Personal Accident to Councillor, clerk or voluntary worker Libel and Slander claim Legal Expenses accrued	Legal Action by Employee, Public or Volunteer .	Public Council Clerk	Comprehensive Insurance purchased. Risk assessments maintained. Media relations policy in force to guide Councillors and Clerk in dealing with the public and media.	Tolerable with no further action needed.
4	Loss or damage to assets	Assets stolen or missing. Assets damaged. Council records lost or damaged through fire / theft etc.	Public Council	1)Asset register maintained. 2)Regular visual inspections maintained. 3)All damaged assets made safe and repaired at earliest opportunity. 4)Loss or stolen assets reported to police and Council meeting. 5)All archive paperwork held outside the Clerk's house. 6)E-mails and electronic records backed up regularly to two USB flash drives, one retained by the clerk and one by the Chairman.	Tolerable with no further action needed.

	Hazardous Event	Consequence	Affected	Management Controls	Residual Risk and further measures
5	Clerk or Councillor acts ultra vires	Council brought into disrepute.	Council Clerk	1)Councillors and Clerk offered regular training sessions. 2)Policies and advice available from Clerk. 3)NALC advisory service available to all.	Tolerable with no further action needed.
6	Personnel incapacitated (permanent or temporary)	Lack of continuity. Disruption of Service Loss of information.	Council Clerk	1)Shared access to back up of electronic data. 2)Website access available through NALC. 3)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.