



Risk Management Scheme – Broadbridge Heath Parish Council

Reviewed by F&E Committee 15th November 2021

Adopted by Consultation : FEBRUARY 2022 (C.97).

To be reviewed as required.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the employer to identify potential risks. 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.

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. In conducting this exercise potential risks were identified, and an evaluation of the management and control of the risk was assessed.

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

1. Internal risks

Topic	Risk	Residual Risk (H/M/L)	Management/control of risk
Financial Management	Financial irregularities	L(1)	<p>A monthly list of payments is circulated for digital authorisation by 3 signatories. The list is reviewed, and invoices also cross referenced to the list and authorised by 3 Councillors (as per the bank mandate). The payments list is presented at the following Parish Council Meeting for ratification by all councillors. The minutes record the total of the payments authorised at each Parish Council meeting, together with a list of payments made, excluding salaries (details of which are available upon request).</p> <p>The signatories were updated in 2020 and are kept under review.</p>

Budget and control	Insufficient funds	L(1)	<p>The budget is drafted by the Clerk and presented to Finance & Establishment Committee and then the full Parish Council and progress is monitored by the same. The Precept is set against a full financial review annually.</p> <p>The Parish Council uses the RBS Alpha financial system which enables monthly reporting on spends against budget.</p>
Cash	Financial irregularities	L(1)	The Clerk does not currently receive cash for the Parish Council.
Fidelity Guarantee	Fraud	L(1)	The Parish Council feels that their controls are strong enough to prevent fraudulent activity. However, as recommended in the 2016/17 audit, fidelity cover has been increased to £250k to cover all cash assets that could be in back accounts at one time.
Salaries	<p>Salary paid incorrectly</p> <p>Wrong hours paid</p> <p>Wrong rate paid</p> <p>False employee</p> <p>Wrong deductions of NI or Tax</p> <p>Unpaid Tax & NI contributions to the Inland Revenue</p>	L(1)	Payroll services are outsourced to accountancy firm, Mulberry & Co. to ensure correct rates of pay and deductions.
Personal accident		L(2)	There is adequate Personal Accident Cover provided by Hiscox insurance.
Employees	<p>Loss of key personnel</p> <p>Fraud by staff</p> <p>Health & Safety</p>	L(2)	<p>The Parish Council has an Assistant Clerk that could stand in for the Clerk if required.</p> <p>Control measures and fidelity insurance in place.</p> <p>The Environment Officer (EO) is provided with protective clothing. The Clerk reviews regularly with the EO whether protective clothing is suitable and arranges the purchase of new equipment as necessary. The EO's contract states that protective clothing/footwear must be worn at all times.</p> <p>Display Screen Equipment Risk Assessment to be completed for all employees. Safety PAT testing to be carried out for all electrical appliances.</p>

	Training		<p>The clerk has completed a New Clerk's Training Course and is a member of the Society of Local Council Clerks (SLCC). Also subscribes to SSALC/NALC/SLCC for advice.</p> <p>The Clerk subscribes to Local Councils Update, The Clerk and SSALC/NALC Direct Information Service.</p> <p>The clerk has completed the SSALC year-end finance training.</p> <p>The Clerk is currently undertaking Cilca training.</p>
Insurance	Inadequate insurance	L(2)	<p>The Clerk and the Finance & Establishment committee review the insurance cover annually alongside a review of the Council's Fixed Asset Register. Following a review in October 2021, the insurers were changed to Hiscox. Play Equipment (Property Damage) is not insured with the exception of The Ducky play park (installed 2018); the PC has developed a fund for replacement and repairs.</p>
Data protection	Policy provision	L(2)	<p>The Council is registered with the Information Commissioners Office (ICO).</p> <p>GDPR Training was delivered to Councillors and staff and policies introduced.</p>
Financial controls	Financial irregularities	L(1)	<p>The Financial Regulations are fully reviewed annually and adopted by the full Parish Council; the financial Regulations were reviewed to incorporate online banking and payments in December 2017.</p> <p>The accounts are subject to annual internal audit and if required an interim audit is requested by the Clerk. The internal auditor engagement and scope of work is agreed annually.</p>

2. External Risks

Topic	Risk	Residual Risk (H/M/L)	Management/control of risk
Play Equipment	Loss or Damage Liabilities to third parties	M(4)	All play equipment is inspected annually by a qualified independent inspector. Weekly checks are carried out and any defects reported to the Clerk. Quarterly operational inspections are undertaken internally by trained personnel.
Assets	Loss or Damage Risk/damage to	L(2)	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.

	third parties/property		
Notice boards	Risk/damage/injury to third parties	L(2)	Parish Council has two notice boards sited outside the One Stop shop. Insurance cover is in place and noticeboards are inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk.
Street furniture	Risk/damage/injury to third parties	L(2)	The Parish Council is responsible for seats, grit and waste bins around the village and covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with directly.
Meeting location	Adequacy Health & Safety	L(1) M(3)	The Parish Council Meetings are usually held at the Parish Office. The premises and the facilities are considered to be adequate for the Councillors, Staff and Public who attend from Health and Safety and comfort aspects.
Buildings	Insurance insufficient	L(1)	The Parish Council has one building; The Cricket Pavilion is covered by the Parish Council's Insurance for Property Damage up to £173,050; this is felt to be sufficient.
Home Working / Office	Loss of equipment Loss of data	M(4)	The computer, printer and office equipment are covered by the Parish Council's insurance cover. The property is always locked when unattended. The computer has up to date anti-virus protection and there is a secure server for incoming and outgoing mails, this is updated automatically by our Web-Provider, Netcom IT. All data is backed up via the services of Netcom IT.
Bus Shelter	Risk/damage/injury to third parties	L(2)	The Bus Shelters in Billingshurst Road, Old Guildford Road are covered by the Parish Council's insurance. All bus shelters are checked regularly by the EO.
War Memorial and Flagpole	Risk/damage/injury to third parties	L(2)	The Parish Council insures the War Memorial and there is a maintenance contract in place to ensure that this area is kept clean and safe. The EO checks weekly, the Clerk periodically.
Hanging Baskets	Risk/damage/injury to third parties	L(1)	Each year, 22 hanging baskets are installed to 11 lamp-posts in the Billingshurst and Old Guildford Roads. All necessary permissions and licences are sought and a firm selected to safely fix the brackets to the posts. Insurance cover in place for public liability.
Trees on Parish Council land	Risk/damage/injury to third parties	M(4)	In October 2020, a full Health & Safety assessment of all trees on PC land was

			undertaken and the work was carried out in January 2021. Trees will now be assessed every 18 months to allow for seasonal variance. The next assessment is due in April 2022.
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3. Covid Risks related to resuming face-to-face meetings, following lifting of Government Covid Restrictions

Risk	Description of Risk	Residual Risk (H/M/L)	Management/Control of Risk
1.Room Set up and Dismantling	Transmission from setting out the chairs to hold the meeting and other facilities – kitchen, office, toilets, doors.	L(2)	<ul style="list-style-type: none"> • Sanitisation wipes available for use as desired. • Seating configuration to be horseshoe shape to provide spacing between attendees. • Seats to be placed in outside space to front of hall weather permitting.
2. Entering and leaving meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	L(2)	<ul style="list-style-type: none"> • Masks to be worn on entering and leaving the meeting building. • Members to enter the meeting and leave in a socially distanced way. • Request hand sanitisation on arrival. • Provision of sanitiser at entrance to meeting. • Seating for members of the public to be arranged in such a way to allow addressing the meeting without walking past members and officers. • Masks to be available.
3. Meeting Environment	Transmission through air and touch.	L(2)	<ul style="list-style-type: none"> • Proposed distance between seating arrangement. • Windows and doors to be left open to facilitate ventilation, and seating to be situated close to open doors should meeting be held indoors; otherwise lower risk if seating outside. • Circulation of paper documents to be suspended.
4. Wider Issues	Members do not feel safe attending meetings face	L(2)	<ul style="list-style-type: none"> • Unless there is a change in the law, members attending remotely will not be able to take part or vote, and their attendance will not be included in the minutes.

	to face meetings.		<ul style="list-style-type: none">• Suggest members stand when addressing the meeting so their voices will carry better.• Facilitate brief meetings for re-introduction to face to face, with concise agendas. Agenda will be reduced in length and councillors are asked to keep on point when speaking.• Encourage outdoor meetings whilst transmission rates still high and where weather allows.• Examine technological solutions to facilitate virtual attendance at meetings.
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