

Tockwith with Wilstrop Parish Council Risk Assessment

Adopted by:

N R Walker

Date: 16.11.16

Date of next review:

(Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Tockwith with Wilstrop Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.)

MANAGEMENT

Subject	Risk(s) indentified	H/M/L	Management/control of Risk	Review/Assess/Revise
Agenda/Minutes/Notices & Statutory Documents	Accuracy and legality	L	Agenda & Minutes are produced by the Clerk and adhere to Legal Requirements. Clerk works in line with the good practices advised by the SLCC/YLCA.	Existing procedures adequate.
	Business Conduct	L	Draft minutes can only be amended by Full Council agreement and they are approved and signed at the next Council Meeting. Business conducted at Council Meetings is managed by the Chair and through the Chair.	Members adhere to Code of Conduct.
Members Interests	Conflict of Interests. Pecuniary Interests. Register of Members Interests.	L	Item provided on every agenda for Councillors to declare any interests. Declarations of Interest are recorded in the minutes and a separate book. Register of Members Interest forms reviewed annually, although it is the responsibility of each Councillor to update this form when necessary.	Existing procedures adequate. Members take responsibility for these updates.
		M		
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements and requirements. Employers & Employee Liabilities are a necessity and within polices.	Insurance policy reviewed Annually. Existing procedures adequate.
	Cost	L	Quotations obtained prior to renewal date.	
	Compliance Fidelity Guarantee	L M	Annual review of Compliance measures & when/if any changes. Fidelity checks in place.	
Data Protection	Policy Provision	M	Tockwith with Wilstrop Parish Council are registered as a data controller with the Information Commissioner's Office and have access to their guidance and free training.	Clerk to implement a Data Protection Policy.
Freedom of Information	Policy Provision	L	The Parish Council has a FOI policy in place.	Review policy annually.
		M	The Parish Council is aware that if a substantial request come in it could create a number of additional hours' work. The Parish Council can request a fee to supplement the cost of those extra hours.	Monitor any requests made under FOI.
Council Records Electronic	Loss through, Theft Fire or corruption of computer	M	The Parish Council electronic records are stored on the Parish Councils Laptop at the Clerk's office. Back-ups of electronic data are made to Dropbox and saved onto a USB stick at regular intervals.	Existing procedures considered adequate.

Council Records Paper	Loss through, Theft Fire Damage	L M L	The Parish Council current documents are stored at the office of their Clerk. All documents have electronic copies on the Parish Council Laptop and are backed up to Dropbox (Virtual Storage). Historical archived documents are stored in a locked cabinet at the Village Hall.	Existing procedures considered adequate.
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or Damage. Risk to third party (ies) property	L L	Annual review of all Assets undertaken. Accounted for within the Parish Council Insurance Policy which is reviewed on an annual basis or as/when required.	Existing procedure adequate.
Maintenance	Poor performance of assets or amenities.	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedure adequate.
Notice Boards	Risk of damage.	L	The Parish Council currently have three notice boards. Whilst no formal inspections are carried out, the boards are used regularly and checked as used. All repairs or damage dealt with in accordance with Parish Council procedures.	Existing procedures Adequate.
Meeting Locations	Adequacy Health & Safety	L M	The Parish Council Meeting is held within is held in a venue considered to be suitable and have appropriate facilities for the Clerk, Members and the General Public. Covered within the Parish Council Insurance Policy.	Existing procedures adequate.
Bert's Garden Play Area	Play Park Equipment. Loss Damage	L L	Weekly Inspections carried out by Volunteer. Annual Inspection carried out by Harrogate Borough Council recommended park safety inspector. Records maintained by the Clerk. Play Park Equipment insured.	Existing procedures adequate.
Marston Road Play Area	Play Park Equipment Loss Damage	L L	Weekly Inspections carried out by Cllr. Tanner. Annual inspection carried out by Harrogate Borough Council recommended park safety inspector. Records maintained by the Clerk Play Park Equipment insured.	Existing procedures Adequate.