

# **RISK ASSESSMENT: WINCHFIELD PARISH COUNCIL**

Date: May 2023

Assessor: WPC/AB

Issue 23

## **RISK RATING**

K RATING		Likelihood		
		High	Medium	Low
Severity	High	9	6	3
	Medium	6	4	2
	Low	3	2	1

## **ACTION**

6-9	Immediate
3-4	A.S.A.P
1-2	Review & Monitor

No.	HAZARD	RISK RATING		RISK ACTION RATING	RISK CONTROL/BEST PRACTICE	Status
		Severity	Likelihood			
1	Personal accidents to Clerk, Councillors and volunteers in course of council business.	Medium	Low	2	Personal Accident insurance in place	✓
2	Injury to Clerk	Medium	Low	2	Employer's Liability insurance in place Ensure Clerk has basic Health and Safety Training Inspection of documents etc at Clerk's home by appointment only Health & Safety assessment of home workplace undertaken Password details to be given to Chairman in sealed envelope	✓ ✓ ✓ ✓ TBA
3	Risk of the Council not being able to continue its business due to an unexpected or tragic circumstance	Medium	Low	2	In the event of the Clerk being indisposed a locum would be sought. The Clerk has access to all documents at home should travel to Winchfield not be possible. Internet banking set up and in use allowing invoices to be paid online. Subscription to online service to allow virtual meetings to be held easily set up. Clerk has contact details for all parish councillors and other key people/bodies should they be needed.	✓ ✓ ✓ ✓ ✓ ✓ ✓
4	Fraud, negligence or accidental error by Clerk, Councillors or members of Neighbourhood Plan Committee giving rise to claim.	Medium	Low	2	Review & ensure compliance with Financial Regulations Fidelity Guarantee insurance in place Officials Indemnity insurance in place. Quarterly accounts checks in place including a review of bank reconciliations. Register of Interests completed & maintained Access to appropriate advice – subscription to HALC and SLCC. All electronic payments authorised by two councillors. Accounts subject to an independent audit which includes a review of controls.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

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		Severity	Likelihood			
5	Liability in event of libel/slander by Clerk, Councillors or members of Neighbourhood Plan Committee	Medium	Low	2	Relevant insurance in place.	✓
6	Loss of Council records (fire/theft)	High	Low	3	Copies of minutes, accounts etc held by Chairman/ councillors Copies of legal documents held by solicitor Lodge old Minute book at the Chairman's home	✓ ✓ ✓
7	Loss of Council records on computer	High	Low	3	Back up computer files regularly to OneDrive and on an ad hoc basis to a storage device.	✓
8	Improper use of data	High	Low	3	Comply with requirements of Data Control Registration	✓
9	Damage to Property (Bus Shelter, Notice board, Jubilee bench, Car park)	Medium	Low	2	Index linked Property Damage insurance in place (except for car park as Village Hall Mgt C'tee now responsible for repair of surface) Inspection schedules in place.	✓ ✓
10	Liability for injury arising from use of car park, bus shelter, jubilee bench	Medium	Low	2	Public Liability insurance in place. Inspection schedules in place.	✓ ✓
11	Theft of Jubilee Bench	Medium	Low	2	Relevant insurance in place*	✓
12	Loss of/damage to money	Medium	Low	2	Relevant insurance in place.	✓
13	Use of Car Park Egress Personal safety  Icy conditions	High	Low	3	Hedging to be kept trimmed. ** Surface to be maintained in good condition.** Appropriate lighting in place and maintained.** Cars should only be parked in marked bays. "Abandoned" cars causing a hazard to other users of the car park to be reported to appropriate authorities Salt /grit to be provided for use Village Hall Duty Officer to carry out regular checks.	✓ ✓ ✓ TBM TBM ✓ ✓
14	Theft of or Damage to SID	Medium	Medium	4	SID padlocked to post whilst in use. Safe storage whilst not in use. Street furniture moved specifically to help prevent damaged to the SID by passing vehicles.	✓

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Name:

Signature:

Date:

**FOR REVIEW MAY 2024**

✓: in place      TBA: To be Actioned      TBM: To be Monitored

\* Bench not secured – see Minute 8.1 2/03/09   Moved during 2011 to churchyard

\*\* Agreement signed in January 2012 with Village Hall Management Committee transferring responsibility for maintenance of the car park and adjoining landscaped areas, including repair/replacement of surface.

**ADOPTED AT THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY 15 MAY 2023**