SIBFORD FERRIS PARISH COUNCIL RISK ASSESSMENT

This document was considered and approved at the Parish Council meeting held on 9th November 2020.

This document identifies risks, assesses likelihood and impact and includes an action plan for managing risks. Likelihood and impact have been assessed on a Low –Medium – High scale. Clearly those risks that record a High-High or Medium- High score require the most careful monitoring and review.

Category	Risk	Likelihood/Impact	Method used to minimise risk	Person(s) responsible
1. Business continuity	1. Incapacity of Clerk and/or Voluntary Assistant Clerk	Low/High	Designate a person to temporarily act as Clerk in an emergency. All passwords for council files are kept in a sealed envelope held by the Chair.	All members
	2. Resignation of the Clerk	Medium/High	As 1.1.	All members
	3. Loss or theft of records	Medium/High	All old copies of Minutes prior to electronic use are stored at Records Office. All minutes from 2013 onwards are held on the Council's website. All records are backed up daily to OneDrive (cloud based storage).	Clerk
	4. Failure to retain or secure the necessary number of Members for a Council	Medium/High	Advertise for an election immediately a vacancy exists. Co-opt Members where no election held.	Clerk All members
	5. Pandemic/UK Lockdown restrictions	Low/High	Use video conferencing facilities to hold meetings electronically and publish meeting on PC website to ensure transparency. Lobby government via WALC to change legislation to make decisions made at electronic meetings lawful in such circumstances.	All councillors Clerk
2. Financial	1. Inadequate insurance cover taken out – property, personal liability, employer's liability	Medium/High	Review risk assessment by including on agenda of Parish Council meetings at least annually. Review Asset Register annually before new insurance is taken out to ensure all assets are appropriately insured.	Clerk All Members
	2. Theft/loss of money	Low/Medium	Fidelity guarantee in place. All receipts and payments are listed on every agenda and bank balances checked at each meeting.	Clerk Clerk Chairman

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			No petty cash to be held and cash receipts to be avoided where possible. All receipts should be banked as soon as possible.	All members Clerk
3. Legal	1. Inappropriate use of powers	Low/High	CiLCA qualified Clerk. Membership of Oxfordshire CALC (OALC) provides access to current advice if required.	Clerk Clerk/All members
	2. Breach of General Data Protection regulations (GDPR)	Medium/Medium	Any data not needed for business purposes will be destroyed as per the Records Retention Policy. Council adheres to its Privacy Notice, Data Protection Policy and Subject Access Request Procedure.	Clerk/All members
4. Health & Safety	1. Play area – Risk to public from faulty/damaged equipment	Medium/High	Monthly safety check of equipment.	Volunteer (A.Spencer)
			Safety check to be provided to Cllr Bennett and Clerk once completed for review and action.	Volunteer (A.Spencer)/Clerk/Cllr Bennett
			Annual professional inspection of the play equipment.	Clerk and Playsafety Ltd
	2. Litter picking – Risk to volunteers following contact with traffic, sharp and/or contaminated litter and other discarded refuse.	Medium/High	The council can provide protective equipment – gloves, litter picking sticks and hi-vis vests to all volunteers.	All councillors
			All new volunteers to be briefed before litter picking.	Clerk
	3. Parish Council Assets such as benches, grit bins, noticeboards and dog waste bins – Risk to public	Medium/High	Quarterly asset condition check to be completed and returned to Clerk.	Councillor/ Clerk/ Volunteer

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	from faulty/damaged assets.		Any issues identified in the asset condition check to be reported to the Parish Council for consideration of the appropriate action.	Clerk

Signed…… Date…….