

## SIBFORD FERRIS PARISH COUNCIL RISK ASSESSMENT

This document was considered and approved at the Parish Council meeting held on 13<sup>th</sup> July 2022.

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      |
|-------------------------------|----------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>1. Business continuity</b> | 1. Incapacity of Clerk and/or Voluntary Assistant Clerk                                      | Low/High          | Designate a person to temporarily act as Clerk in an emergency.<br>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.<br>All minutes from 2013 onwards are held on the Council's website.<br>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.<br>Co-opt Members where no election held.                                                                                                                                                          | Clerk<br>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.<br>Lobby government via OALC to change legislation to make decisions made at electronic meetings lawful in such circumstances. | All councillors<br>Clerk   |
| <b>2. Financial</b>           | 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.<br>Review Asset Register annually before new insurance is taken out to ensure all assets are appropriately insured.                                            | Clerk<br>All Members       |
|                               | 2. Theft/loss of money                                                                       | Low/Medium        | Fidelity guarantee in place.<br>All receipts and payments are listed on every agenda and bank balances checked at each meeting.                                                                                                                            | Clerk<br>Clerk<br>Chairman |

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|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|                               |                                                                                                                                     |                   | No petty cash to be held and cash receipts to be avoided where possible.<br>All receipts should be banked as soon as possible.                                                                                     | All members<br>Clerk                                                             |
| <b>3. Legal</b>               | 1. Inappropriate use of powers                                                                                                      | Low/High          | CiLCA qualified Clerk.<br>Membership of Oxfordshire CALC (OALC) provides access to current advice if required.                                                                                                     | Clerk<br>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.<br>Council adheres to its Privacy Notice, Data Protection Policy and Subject Access Request Procedure.            | Clerk/All members                                                                |
| <b>4. Health &amp; Safety</b> | 1. Play area – Risk to public from faulty/damaged equipment                                                                         | Medium/High       | Monthly safety check of equipment.<br><br>Safety check to be provided to Cllr Bennett and Clerk once completed for review and action.<br><br>Annual professional inspection of the play equipment.                 | Volunteer<br><br>Volunteer<br>Clerk/Cllr Bennett<br><br>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.<br><br>All new volunteers to be briefed before litter picking.                                    | All councillors<br><br>Clerk                                                     |
|                               | 3. Parish Council Assets such as benches, grit bins, noticeboards and dog waste bins – Risk to public from faulty/damaged assets.   | Medium/High       | Quarterly asset condition check to be completed and returned to Clerk.<br><br>Any issues identified in the asset condition check to be reported to the Parish Council for consideration of the appropriate action. | All Councillors<br><br>Clerk                                                     |