

**Ickleton Parish Council Risk Assessment February 2021**

<b>Risk</b>	<b>Minimisation</b>	<b>Comments</b>
<b>Non-financial</b>		
Damage/harm to public on property belonging to the Council or using assets owned/controlled by the Council. Property includes benches, Coploe Pit, churchyard and wall, cemetery chapel, cemetery, recreation ground including play area and war memorial.	Visual check weekly of play area by T Pavelin. Maintenance & tidying. Users for example sports clubs, fete, litter picking must have their own risk assessments in place which includes minimising risk to participants, the public and adjacent properties. Wicksteed annual inspection of play area and skate park. Annual inspection of all assets.	Problems are reported back following maintenance and regular monitoring. Representatives of the organisations involved must report any problems encountered so that appropriate action can be taken. Sporting fixtures are not covered by Parish Council public liability insurance.
Flooding	Sandbags kept and maintained by Lewis Duke.	Sandbags deployed by residents with experience if SCDC/Environment Agency are not available.
Damage/harm caused by or to sub-contractors.	Ensure sub-contractors have adequate insurance (where appropriate) and experience of job and undergo suitable training for example manual handling. Any incidents to be reported to the Clerk.	Came & Co (our insurance brokers) aware that we use sub-contractors.
Health and safety problems affecting employees/sub-contractors.	Regular reviews to monitor health and safety risks. Any issues to be reported to the Chairman at once or at the next meeting (whichever appropriate) – action to be recorded in the minutes. Parish Clerk assessment of job and working environment in essentially domestic setting raises no particular risks.	
Emergency Situations For example flood/Storm/Cold weather/Fire etc impacting on the community.	Produce with SCDC an Emergency Plan which as well as highlighting what to do and how to respond will highlight any actions required to minimise risk.	Last revised February 2014. Updated version under consideration.
Lone working.	Mobile phones should be on person & accessible at all times (Parish Clerk/Contractors). Let	Parish Clerk will put in writing to contractors.

	responsible people know where you are working and expected time of return.	
Parish Council meetings	No particular risk in Village Hall. First Aid kit in Village Hall kitchen and defibrillator by main entrance.	At least one Parish Councillor is a work-place trained first aider (L Gibson). A mobile phone to be available at all PC Meetings (Clerk to check).
Footway lighting	Footway lighting has safety implications for pedestrians/motorists. Ickleton has for its size good coverage for footway lighting.	The Clerk reports any problems with lights to the appropriate Authority.
Asbestos	Assessment before any repairs/works are commenced.	Inspections to date of all Parish Council properties have not revealed any asbestos.
<b>Financial</b>		
Inadequate experience/ incompetence of Council	Training courses or seminars as appropriate.	Many of the Councillors have extensive experience either in council, professional, business or other fields. The Parish Council is a member of CAPALC, whose communications are circulated electronically to all members.
Conflict of interest	All interests relating to planning & other Council decisions/discussions to be disclosed and minuted.	
Regulatory non-compliance	Internal and external audit.	Clerk (Responsible Financial Officer) regularly checks for compliance with all relevant regulations.
Audit of accounts	Monthly reporting including bank positions (recorded in the minutes). Finance sub-committee review budget quarterly having recommended precept adoption by full Council. Internal audit by unconnected qualified auditor (appointed by Parish Council and recorded in the minutes). External auditors PFK Littlejohn.	Results of annual audit are recorded in minutes and publicised.
Financial irregularities - Funds unavailable due to Clerk's mismanagement and/or fraud.	All income reported and expenditure are approved at monthly council meetings. Online banking for virtually all transactions reduces risk of	Number of cheque transactions limited. All transactions and bank balances are monitored and minuted monthly by

	extractive fraud. Payments out are authorised by two Councillors who can perform spot checks at any time. Two nominated Councillors sign all cheques.	Responsible Financial Officer (the Clerk). There is no petty cash.
HM Revenue & Customs PAYE and VAT irregularities	Detailed financial records kept. VAT claims submitted twice a year. PAYE outsourced.	
Accounting risk - inappropriate or improper financial policies	Internal and external audit	Regular internal & external audits have indicated no substantial issues in the last 10+ years. Continue Audit promptly at year-end.
Document retention	Relevant documents retained and filed by Parish Clerk.	Documents shredded before disposal.
Document loss	Documents normally held by other Authorities/bodies. Unique documents (Burial Books) should be duplicated and stored elsewhere.	Copy of Burial Books on village website.
Computer failure Virus/hacker	Parish Clerk & Village website have conventional anti-virus software. Backup is essential and is achieved with the use of One Drive. The website is considered low risk and routinely checked by website manager and additional precautions do not seem appropriate.	Parish Council's operations are heavily dependent on computers. Keep website security under review.
Icene village magazine/website Libel/suing issues	For Icene the editor backed up by proofreading by Councillor T Sadler before Publication. Website is to be regularly monitored to remove any content that may be construed as inappropriate or defamatory. Insurance cover for such risks under Libel & Slander section.	Based on previous experience, this should prevent these issues arising.

As a prudent Parish Council whilst trying to minimise the risks above, we also maintain public liability insurance, and financial and management insurance cover with Came & Co. This is reviewed annually.