



# CHARMOUTH PARISH COUNCIL

## OVERALL RISK ASSESSMENT

Activity: Parish Council Functions		Review date: March 2024	
Hazard/Risk	Current Measures	Controls	
Damage to third party property or individuals	Public Liability Insurance	Annual insurance review – F&GP Committee May	
Damage and security of all Council Buildings/Property	All Risk Insurance  Fire alarms/autodialler installed (Elms and Factory Building) Fire extinguishers installed in all buildings Intruder alarms installed (Elms, PF Workshop, Depot) All doors to be locked by last person leaving building Equipment stored securely where appropriate Weekly/Daily checks by staff where appropriate Separate Risk Assessment undertaken where appropriate	Annual insurance review – F&GP Committee May Serviced 4 monthly  Serviced annually  Monitored constantly	
Damage/loss of Civic Regalia	Special Insurance Stored in fire proof cabinet Security measures followed	Annual insurance review – F&GP Committee May	
Safety of Electrical Equipment	Annual PAT Testing	Autumn Annually – in house from 2023	
Insolvency of Insurance Company	Policy with large reputable insurer	Annual insurance review	
Loss through theft/dishonesty	Internal controls Fidelity Insurance	Checked by Internal Auditors Annual insurance review	
Personal Accident to Officers/Councillors	Insurance Health and Safety Policy/Risk Assessments in place	Annual insurance review All staff reminded of documents which are monitored constantly	
Changes to legislation/Employment Law	Member of SLCC and DAPTC	Advice received from relevant bodies Training of Officers and Councillors	
Overall H&S	Council appointed Worknest on 5 year contract from 2022 (act as responsible individual)	Annual audit visit held	

Safety of contractors/public when working on Council property	Proof of public Liability Insurance requested Risk Assessment requested where appropriate	Council to ensure all relevant documentation has been requested and received	
Safety of Council tenants/public	All relevant insurances to be requested  RAs undertaken and monitored constantly	Council to ensure all relevant documentation has been requested and received	
Safety of officers working alone	Lone working Risk Assessment	Risk Assessments reviewed annually	
Safety of officers when locking up and moving/banking money	Where possible try to have two people on site when locking up Alarms to be set where appropriate 2 people to move/bank any amount over £500	Review regularly  Vary times where possible	
General safety of staff/working practices	1 <sup>st</sup> Aid at work training for all staff Specific training where appropriate (chain saw etc) In house training where appropriate (mowers etc) Risk Assessments undertaken for all activities H&S Policy adopted HR Committee in place	Review and renew  Monitor constantly Reviewed regularly	
Recording of Members' Interests	Interest forms recorded digitally via DC (Finance RA refers)	Reviewed after elections	
Recording Gifts and Hospitality over £50	Item on all meeting agendas	Councillors have individual responsibility	
Completion of Acceptance of Office/Code of Conduct	Register stored in office file	Reviewed after elections	
Correct completion of financial records	Internal Audit completed regularly External Audit completed annually Chair of F&GP Committee to sign bank rec monthly Non-signatory Councillor to check and sign bank rec and statements/Fsh float quarterly Financial Risk Assessment	Reviewed by Council annually at Budgeting and regularly throughout the year	
Collection of rents and other income	Internal calendar/system of reminders Regular Audit checks	Reviewed by Council on a bi-monthly basis	
Renewal of Council leases	Internal calendar/system of reminders Regular Audit checks	Reported and considered by Committees	
Procedures in place for Pay, Pensions, Staff Conditions etc	HR Committee Covered in Finance RA	Regularly reported to Council	
Banking Arrangements	Regular Audit checks Chair of Finance to sign books regularly Financial Risk Assessment	Regularly reported to Council	
Computer Hardware, website and software	Annual contracts	Reviewed by F&GP Committee annually (March)	

<b>Loss of Income</b>	<b>Business Interruption Insurance</b> <b>Adequate Reserves held</b>	<b>Insurance reviewed annually</b> <b>Reserves reviewed by Council regularly</b>	
<b>HMRC requirements met</b>	<b>VAT returns undertaken quarterly</b> <b>HMRC payments made monthly</b> <b>Regular Audit checks</b> <b>Chair of Finance to sign books regularly</b> <b>Financial Risk Assessment</b>	<b>Reported to Council</b>	
<b>All business activities are with the relevant law</b>	<b>Power to undertake a task is checked</b>	<b>Reported to Council and minuted where appropriate</b>	
<b>Compliance with borrowing restrictions</b>	<b>Advice sought when appropriate</b> <b>Regular Audit checks</b>	<b>Any borrowing agreement to come from Full Council</b>	
<b>Section 137 Funds are properly used</b>	<b>Clerk to check powers</b>	<b>All payments agreed by F&amp;GP Committee/Full Council</b>	
<b>Confidentiality is not breached</b>	<b>Passwords are secure</b> <b>Staff files kept in locked cupboard</b> <b>Code of Conduct understood by all Councillors</b>		
<b>Backup Procedures are carried out</b>	<b>Computer systems backed up to a cloud</b> <b>Leases stored in fire proof safe</b>	<b>Taken in house 2023</b>	
<b>Minute and Agenda Production</b>	<b>Produced in line with regulations and agendas displayed on noticeboard and website; minutes on website</b> <b>Regular Audit checks</b>		
<b>Unplanned loss of the Clerk</b>	<b>Other administrative staff employed</b> <b>Deputy Clerk/Office Administrator proficient with broad spectrum of tasks</b>	<b>Ensure training is kept up to date and extended where necessary</b>	
<b>Chair's signature:</b>			
<b>Date:</b>			

Agreed by Council:	January 2019
Reviewed:	January 2020
	March 2021
	January 2022
	March 2023
Review Due:	March 2024