

Topcroft Parish Council

RISK ASSESSMENT POLICY

Item	Potential Outcome	Number of Persons Affected	Likely hood of contact with the Hazard	Frequency of Contact	Severity of Outcome	Control Measures/Action required to Minimise Risk	Final Risk
		A	B	C	D		
Bus Shelter	Child /Adult hit by vehicle whilst waiting	low	low	low		none	very low
Two Noticeboards	Adult Struck by door in High Winds	low	low	low	Light Bodily bruising	none	low

Notes

Immediate action will be taken by Council in the event of any asset found to be sub-standard.

This Assessment is based on items in the Asset Register, provided the Risk Assessment has been made annually and are all covered by the Public Liability Insurance.

Physical Losses		
Loss of Records / Documents	All documents are kept in the Clerk's filing cabinet.	
Theft of Funds	Two Councillor Signatories required on each cheque. Invoices are countersigned by those signatories Expenditure by Cheque only Clerk and Council Member Fidelity Guarantee Cover as per current policy	
Accident	Employee Personal Accident Cover per personas per current policy.	
Liabilities	Public Liability Insurance as per current policy Employers Liability as per current policy	
Performance Failures	Risk	Control Measures
Individual Failure by Councillors /Clerk	1	Meeting Minuted with Action points for Individuals
Failure to Budget /Precept Adequately	2	Financial Statements presented at each meeting- RFO & PC to set Budget & Precept Annually
Failure to ensure proper use of grants	2	All use of grants minuted Grants made to charities likewise resolved and minuted
Failure to respond to planning applications/consultation documents	2	Clerk contacts Chairman, or other Councillor if return date of application is prior to next meeting All applications logged on TPC website.
Failure to respond to public right of Inspection	2	Notices displaced as per legal requirement

Compliance Failures	Risk	Control Measures
Failure to record financial transactions	1	Monitoring by Annual Internal and External Audit
Failure to keep Minutes , Records, and document control	1	Back up of Minutes kept as well as Minute File and on TPC Website Asset Register Maintained Annually Record keeping requirements covered by FOI Act & Clerk's Contract
Breach of VAT Rules	1	Monitoring by Internal & External Auditors Records to be kept 6 Years
Breach of members Interest Legislation	2	Monitoring by Clerk, Councillors and County Council

Risk Scale **1= Low** **2 = Medium** **3 = High**

This Risk Assessment covers all known Assets and Liabilities of Topcroft Parish Council and is reviewed, agreed and minuted annually.

Risk Assessment Policy

Adopted: 8th May 2017

Reviewed: 11th March 2024