

***Bowers Gifford & North Benfleet Parish  
Council***

***Risk Assessment Schedule***

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## ***Risk Assessment Schedule***

### **Health and Safety Policy**

This policy has been prepared as a requirement under Section 2 of the Health and Safety at Work Etc. Act 1974 and sets out the Council's general policy for safeguarding the Health and Safety at work of employees under the Act. So far as is reasonably practicable, the Council will ensure that persons not in its employment, who may be affected by its activities, are not exposed to risks to their Health and Safety.

### **Definition of Risk Management**

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

*Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)*

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimize them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures as and when required.

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**Ref: CAB/BGNB**

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<b><i>Subject</i></b>	<b><i>Risk Identified</i></b>	<b><i>H/M/L</i></b>	<b><i>Person affected</i></b>	<b><i>Manage/Control</i></b>	<b><i>Review/Assess/Revise</i></b>
<b>MANAGEMENT</b>					
<b>Business continuity</b>	<b>Council not able to continue business due to an unexpected occurrence</b>	<b>L</b>	<b>Parish Council</b>	<p>All files and records kept at the Clerk's home. Files are backed up on an external hard drive and on a Council owned laptop. In the event of the Clerk being indisposed the Chair will contact the EALC and Basildon Borough Council for assistance.</p> <p>Operational Plan is in place.</p>	<b>Reviewed as and when required.</b>
<b>Meetings</b>	<b>Health &amp; Safety</b>	<b>L</b>	<b>Public &amp; Parish Council</b>	<p>Meetings are held monthly (unless prior notice given)</p> <p>The Parish Clerk holds a key and fob to the Benbow Club. In the event of the Clerk being indisposed and not available the Club Secretary or Caretaker can be contacted for access. Contact details are on file. The venue complies with H &amp; S standards.</p>	<p>Existing policy and procedure.</p> <p>Risk Assessment undertaken visually on entry.</p>
<b>Electronic records</b>	<b>Loss through damage and fire</b>	<b>M</b>	<b>Parish Council</b>	<b>The Parish Council's records are stored on the Parish Council's laptop. Files are backed up via external hard drive and online backup system. Hard copies retained in a metal cabinet and safe environment.</b>	<b>Existing procedure adequate.</b>

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Council Records	Loss through theft, fire damage.	L	Parish Council	Papers, both current and archived are kept at the Parish Clerks home.	Insurance provision adequate.
<b>FINANCE</b>					
Precept	Adequacy of precept	M	Parish Council	<p>Sound budgeting is in place to underline annual precept. The RFO provides the Council with a monthly statement of receipts and payments and a quarterly statement comparing actual expenditure.</p> <p>The Precept is reviewed by the Parish Council in November and ratified by the Council at the Parish Council meeting in December.</p>	Existing procedures
Insurance	Adequacy, cost and Fidelity Guarantee	L	Parish Council	<p>An Annual review is undertaken of insurance arrangements.</p> <p>Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.</p> <p>Fidelity Guarantee is £150K</p>	Existing procedure adequate and provision viewed annually. Insurance renewed annually

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<b>Banking</b>	<b>Inadequate checks</b>	<b>L</b>	<b>Parish Council</b>	<b>The Council has Financial Regulations in place which set out the requirements for banking, bank transfers, cheques and reconciliation of accounts. Two councillors to sign cheques and initial cheque stubs. Two signatories to authorise bank transfers in line with banking procedures. Secure Internet access is available to view statements and payments can be made with prior agreement with the signatories. A report of all transactions and expenditure is presented at monthly Parish Council meetings. VAT on transactions is recorded.</b>	<b>Existing procedures – Reviewed annually</b>
<b>Cash</b>	<b>Loss through theft or dishonesty</b>	<b>L</b>	<b>Parish Council</b>	<b>A £250 petty cash float has been agreed by the Parish Council for incidental purchases and receipts provided. VAT is recorded</b>	<b>Existing procedures – Fidelity Guarantee in place</b>
<b>Freedom of Information</b>	<b>Policy Provision</b>	<b>L - M</b>	<b>Parish Council &amp; Clerk</b>	<b>The Parish Council has a model publication scheme for Local Councils in place. The Clerk is aware of procedures under the Act and that if a request arises may require additional hours of work.</b>	<b>Existing Procedures and reviewed bi- annually.</b>
<b>Freedom of Information</b>	<b>Policy Provision</b>	<b>M</b>	<b>General Public</b>	<b>The Council is able to request a fee if work will take over the minimum requirement time frame.</b>	<b>As above</b>

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<b>THE CLERK</b>					
	<b>Loss of Clerk</b>	<b>M</b>	<b>Parish Council</b>	<b>Measures in place regarding resignation and recruitment. The requirements of the Fidelity Guarantee Insurance must be adhered to.</b>	<b>Membership to EALC, NALC and SLCC reviewed annually.</b>
		<b>L</b>	<b>The Clerk</b>	<b>The Clerk provided with relevant ongoing training, reference books and access to assistance and legal advice. Funding is set aside for Clerk training including Certificate in Local Council Accreditation (CILCA)</b>	<b>The Parish Council</b>
	<b>Fraud - Action undertaken</b>	<b>L</b>	<b>Parish Council/</b>	<b>HMRC data base is used to complete monthly salary payments for the Clerk and two Councillors confirm salary payment to Parish Clerk.</b>	<b>Salary reviewed annually and payments checked monthly by Councillors.</b>
			<b>L</b>	<b>Two signatories are required for cheque payments or on-line payments prepared by the Clerk/RFO require a second signatory to authorise. The Clerk provides a statement of impending expenditure at each meeting and two Councillors approve the payment. If a payment is required in the interim two Councillors must approve and at the next meeting the payments are recorded.</b>	<b>Payments audited monthly.</b>

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Election costs	Risk of Election costs	M	Parish Council	A contingency fund is established to meet costs out of existing reserves.	Existing procedures and inclusion in Annual Budget forecast.
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VAT	Reclaiming	L	Parish Council	The Council has Financial Regulations in place which set out requirements for claiming VAT annually where applicable	Existing Procedures
Annual Governance and Accountability Return (AGAR)	Not submitted within time limits	L	Parish Council/RFO	AGAR submitted and signed off by the Council. Internal audit carried out. Recommendation reviewed and in the case of Income over £25K documents sent to the External Auditor within specified time limit. The Clerk prepares a timetable for the process within financial guidelines provided by appointed external auditors.  The Annual Return and notice are published on the website as per requirement of the Transparency Code Regulations 2015.	Existing procedures
<b>ASSETS</b>					
Junior Play /Outdoor Gym Equipment- Westlake Park	Damaged and/or dangerous parts	M	Public	An asset register is kept and insurance in place for all items. Weekly inspections undertaken by Basildon Council to identify any dangerous or damaged parts and Parish Council notified of any dangers. Insurance cover in place to cover any cost of repair.	Basildon Council carries out monthly checks and monitoring sheets are sent to the Parish Clerk who reviews and takes the appropriate action to rectify any dangers.

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					Insurance cover in place for loss or damage and reviewed annually.
<b>CCTV</b>	<b>Damage/Failure</b>	<b>M</b>	<b>Public</b>	Equipment serviced annually and Maintenance contract in place. Information monitored via digital monthly sim card and accessed via Clerk.	Service carried - out Annually. On-going monitoring by Clerk.
<b>Street furniture – bins, seats and noticeboards, marquees and gazebos and ad-hoc equipment,</b>	<b>Loose parts and damage</b>	<b>M</b>	<b>Public &amp; Parish Clerk</b>	An asset register is kept and insurance is held at the appropriate level for all items. Regular checks are carried out by the Parish Council/Basildon Council	Monitor to maintain
<b>Defibrillator &amp; Cabinet X 2</b>	<b>Breakdown /damage</b>	<b>M- H</b>	<b>Public</b>	Monthly checks carried out and recorded. Equipment registered on Ambulance Service website. Ambulance Service and manufacture contacted in the event of breakdown.	Monitor to maintain
<b>Laptop PC</b>	<b>Breakdown /damage</b>	<b>L</b>	<b>Parish Council</b>	Files backed up weekly on computer and monthly on an external hard drive and stored in locked fireproof facility.	Monitor to maintain
<b>Printer HP Office Jet Pro 7740</b>	<b>Breakdown/damage</b>	<b>L</b>	<b>Parish Council</b>	Alternative means of support available in event of breakdown.	Monitor to maintain and replace if required.
<b>LIABILITIES</b>					
<b>Legal Powers</b>	<b>Illegal activity or payments</b>	<b>L</b>	<b>Parish Council</b>	All activity agreed by Parish Council at meetings	Existing procedures. Fidelity bond in place



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					under Insurance cover. Insurers confirmed Fidelity cover adequate.
<b>Minutes/agendas /Statutory documents</b>	<b>Accuracy and legality</b>	<b>L</b>	<b>Parish Council &amp; Public</b>	<b>Minutes and agenda are produced in the prescribed manner, published on the Parish Council website and displayed according to legal requirements</b>	<b>Existing procedure adequate.</b>
				<b>Minutes are approved and signed by the Chair at monthly meetings. Meetings are managed in accordance with Standing Orders.</b>	<b>Existing procedure.</b>
<b>Public Liability</b>	<b>Risk to Third-Party</b>	<b>M</b>	<b>Parish Council</b>	<b>Insurance in place. Risk Assessment undertaken for Parish Council individual events and Third-Party Liability Insurance Cover obtained from external contractors engaged.</b>	<b>Existing adequate and reviewed annually.</b>
<b>Employer Liability</b>	<b>Non-compliance in law</b>	<b>L - M</b>	<b>Parish Council &amp; Employee/s</b>	<b>Covered by contract and legal advice sought where required. Employers Liability in place. Councillors and employees made aware of current legislation.</b>	<b>Existing procedures</b>
<b>Legal Liability</b>	<b>Legality of activities</b>	<b>M</b>	<b>Parish Council</b>	<b>Clerk to clarify legal position on proposals and to seek advice where necessary.</b>	<b>Existing procedures adequate</b>

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<b>Members Interest</b>	<p><b>Conflict of interest</b></p> <p><b>Register of Interests</b></p>	<p><b>M - H</b></p> <p><b>M-H</b></p>	<b>Parish Council</b>	<p><b>Councillors have a duty to declare any interest at the start of meeting or when conflict becomes apparent during a meeting.</b></p> <p><b>Declarations of Members interest to be reviewed annually.</b></p> <p><b>Register of Member Interests published on the Parish Council website</b></p>	<p><b>Existing procedures</b></p> <p><b>Members responsible for advising Clerk of any changes.</b></p>
<b>Councillors and staff</b>	<b>Bringing the Council into disrepute</b>	<b>M</b>	<b>Parish Council &amp; Staff</b>	<p><b>Councillors and staff to understand and receive training on the Code of Conduct where required and undertake a professional approach in all matters. E- protocol policy in place</b></p>	<b>Review and identify training needs annually</b>

Approved Meeting 29.6.22 Minute 25/22 (vi)  
 Amended/Approved: 11.12.19 Minute 99/19  
 Amended / Approved: 28.02.18 Minute 148/17  
 Amended/Approved: 31/8/16 Minute 48/16  
 Amended /Approved: 29/03/23 Minute 115/22