

Fulking Parish Council Risk Assessment

Purpose of the Document

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 minimise them. In conducting this exercise, the following plan was followed:-

- Identify the areas to be reviewed
- Identify what the risks might be. Assess the level of risk. High=5 Low=1
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Physical Equipment or Areas				
Area	Risk	Risk Level	Management/Control of Risk	Action required
Assets	Loss or damage	3	An annual review of assets is undertaken for insurance provision and maintenance provisions. Maintenance on an ad hoc basis.	Set up a yearly maintenance check of all PC assets. Decide what needs to be followed up from weekly checks and clerk to action accordingly
	Damage to third party(ies) property	1	Weekly check of playground. Written records kept. Rospa annual check. Rospa also carry out an annual risk assessment of the playground.	
	Legal Liability as a consequence of asset ownership (playground)	1	Insurance in place	

Area	Risk	Risk Level	Management/Control of Risk	Action required
Council Records (paper)	Loss through Theft Damage.	1	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minutes and records such as insurance.	Damage and theft unlikely, therefore cover adequate. Older records to be archived. Smoke detectors checked weekly
	Fire	3	Clerk's house fitted with smoke detectors	
Council Records Electronic	Loss through theft, fire or damage	2	The Parish Council electronic records are stored on the Clerk's computer/memory stick and in a dropbox account. Everything is backed up regularly. Emails printed out for record when necessary.	Emails & photo's to be printed out for records
	Corruption of computer	3	Monthly virus check	None
Liability				
Employer Liability	Comply with Employment Laws	1	Membership of SALC for the Council and SLCC for the clerk to advise as necessary	None

Subject	Risk	Risk Level	Management/Control of Risk	Action required
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality Non Compliance with statutory requirements Business Conduct	2	Minutes and agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	None. Undertake adequate training. Members of PC to adhere to Code of Conduct
Members interest	Conflict of interest. Register of member interests	2	Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interest Forms to be reviewed at least on an annual basis and displayed on Parish website	None. Members take responsibility to update their register.
Data Protection	Policy Provision	1 2	Registered with the Date Protection Agency	Ensure annual renewal of registration
Freedom of information	Policy Provision	1 2	The Council used the "model publication scheme" for Local Councils. The Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 6 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the Freedom of Information Act

Notice boards	Risk/damage/injury to third party	1	The PC has one noticeboard the location of which has been approved by all relevant parties, insurance cover and inspected regularly. Any repairs and maintenance required is brought to the attention of the PC. The Chairman holds the key.	Existing procedure adequate
	Roadside safety	1		
Street furniture	Risk/damage/injury to third party	1	The PC is responsible for street furniture as detailed in the asset register. No formalised programme of inspection is carried out all reports of fault or damage are reported to the clerk and dealt with.	Existing procedure adequate
Meeting location	Adequacy Health & Safety	1	The PC meetings are held in the Village Hall this is acceptable for a H & S and comfort aspect for Clerk, Councillors, and members of the public who attend the meetings	Existing location adequate

The information was agreed at the Parish Council meeting on

and will be agreed annually as being a correct record

Signed
Chairman

Date

Clerk

Date

Last updated October 2016

