**ALBURY PARISH COUNCIL: RISK ASSESSMENTS**

**Financial risk Date reviewed: 15th May, 2023**

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| **Item** | **Risk** | **Likelihood of Occurrence** | **Security** | **Action Needed** |
| Petty cash | None – none kept |  | None | None |
| Current account: | 1. Misappropriation of funds 2. Poor financial management 3. Overdraft situation | L  L  L | 2 signatures on cheques, cheque stubs and invoices initialed.  Payments made by BACs reviewed and agreed by chair and vice chair and chair of finance  Quarterly audit by Chair of Finance  Accounts and bank balances reviewed and updated monthly by RFO |  |
| Savings account | 1. Misappropriation of funds | L | 2 signatures on cheques, cheque stubs and invoices initialed.  All BACs payments approved by member  Quarterly audit by Chair of Finance |  |
| Assets: | 1. Inadequate asset register 2. Failure to maintain assets 3. Assets sold under market value 4. Failure to adequately insure | L  L  L  L | 1. Reviewed annually 2. Maintenance programme 3. No sales planned 4. Insurance reviewed annually |  |
| Insurance: | 1. Inadequate insurance 2. Failure to keep premium up to date 3. Failure to insure assets 4. Failure to insure risks | L  L  L  L | 1. Insurance reviewed annually 2. Premium renewed on invoice 3. Insurance reviewed annually 4. Insurance reviewed annually |  |
| Financial regulations | 1. Failure to update 2. Failure to ensure adequacy 3. Too much control for clerk/councilor | L  L  L | 1. Reviewed annually 2. Reviewed annually 3. Reviewed annually |  |
| Contracts | 1. Failure to review 2. Prices not competitive 3. Failure to seek comparative quotes 4. Failure to check contractors’ insurance/public liability | L  L  L  L | 1. Reviewed on renewal 2. Competitive quotes sought 3. Comparative quotes sought 4. Checked on award/renewal |  |

**ALBURY PARISH COUNCIL: RISK ASSESSMENTS**

**Business continuity Date reviewed: …………………………………………………….**

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| **Item** | **Risk** | **Likelihood of Occurrence** | **Security** | **Action Needed** |
| Illness/death of Clerk | 1. Files not accessible 2. No administration for meetings 3. Failure to follow up on current issues 4. No-one for public/councilors to contact 5. No financial information | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | Business continuity plan, drawn up and revised 2010 |  |
| Resignation of clerk | 1. Files not accessible 2. No administration for meetings 3. No follow up on current issues 4. No-one for public/councilors to contact 5. No financial information | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | Business continuity plan, drawn up and revised 2010 |  |
| Files and information | 1. Fire or flood 2. Loss 3. Inaccessibility | H/M/L  H/M/L  H/M/L | Files backed up weekly to separate hard drive, stored in fire proof box |  |
| Office | 1. Loss due to fire 2. Clerk has no adequate premises 3. Memorial Library returned to Estate | H/M/L  H/M/L  H/M/L | Clerk has option of Memorial Library with computer and internet access, or home office if Library damaged/lost.  Current clerk has adequate premises. To be reviewed if change of clerk. |  |

**ALBURY PARISH COUNCIL: RISK ASSESSMENTS**

**Village Hall Date Reviewed: ………………………………………………………………**

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| **Item** | **Risk** | **Likelihood of Occurrence** | **Security** | **Action Needed** |
| Car park | 1. Pothole damage to vehicles 2. Lack of space for visitors 3. Tree damage 4. Traffic – high volume 5. Pedestrians | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | 1. Regular inspections 2. No current solution 3. Regular inspections 4. Speed reduced by road condition 5. Pedestrian walkways |  |
| Access | 1. Icy/wet steps 2. Key code difficult to operate 3. Door locked | H/M/L  H/M/L  H/M/L | 1. Cleaned/salted by cleaner 2. Backup system 3. Spare keys in key safe |  |
| Toilets | 1. Dirty 2. Hand-dryer not operating 3. Toilet broken 4. Inadequate cleaning | H/M/L  H/M/L  H/M/L  H/M/L | 1. Cleaned, and checked by clerk 2. Serviced annually 3. Checked regularly 4. Checked by clerk |  |
| Kitchen: | 1. Dirty 2. Cooker not working/safe 3. Fridge not working 4. Knives accessible 5. Slippery floor 6. Unhygienic work surfaces 7. Water boiler not functioning 8. No means of cleaning hands/equipment 9. No fire blanket 10. No first aid box | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | 1. Cleaned, and checked by clerk 2. Checked regularly 3. Checked regularly 4. No knives in drawers 5. Floor washed regularly but not before sessions 6. Cleaned, and checked by clerk 7. Boiler service regularly 8. Hot water, soap and towels 9. Fire blanket fitted and checked annually 10. First aid box in kitchen, contents regularly checked |  |

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| Hall | 1. No access to cleaning equipment 2. Floor dirty 3. Tables/chairs unsafe 4. Disabled access locked 5. Windows locked 6. Heating not working 7. Fire extinguishers not working 8. Fire alarm not working 9. Lighting inadequate 10. Loose/trailing wiring | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | 1. In locked cupboard 2. Cleaned regularly 3. Checked regularly 4. Crash bar system so never locked from inside 5. Window key available 6. Boiler serviced regularly 7. Checked and serviced annually 8. Checked and serviced annually 9. Sufficient lighting 10. No loose wiring |  |
| Library | 1. Door access not working/locked 2. Heating not working 3. Fire extinguishers not working 4. Lighting inadequate 5. Loose/trailing wiring 6. Tables/chairs unsafe 7. Windows locked | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | 1. Access system and spare keys 2. New heating 3. Checked and serviced annually 4. Sufficient light 5. No loose wiring 6. Checked regularly 7. Window key in drawer |  |
| Clerk’s working area | 1. Seating inadequate 2. Loose/trailing wiring 3. Computer screen badly lit 4. Security | H/M/L  H/M/L  H/M/L  H/M/L | 1. New seat 2. All wiring behind desk 3. Well lit, good natural light 4. Landline and mobile phone |  |
| Caretaker/cleaner | 1. Failure to ensure safe working conditions 2. Failure to supervise 3. Failure to provide with adequate equipment | H/M/L  H/M/L  H/M/L | 1. Cleaner always accompanied by husband 2. Supervised by clerk 3. Equipment updated as needed, cleaner able to purchase what required |  |

**ALBURY PARISH COUNCIL: RISK ASSESSMENTS**

**Recreation Ground and Albury Heath Date reviewed: ……………………………………………………….**

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| **Item** | **Risk** | **Likelihood of Occurrence** | **Security** | **Action Needed** |
| Recreation ground | 1. Failure to insure 2. Pedestrian access not clear 3. Pedestrian gate broken/unopenable 4. Disabled access not clear 5. Disabled access gate broken/unopenable 6. Disabled access pathway uneven/broken 7. Grass uncut 8. Glass/metal in grass 9. Picnic table broken 10. Bench broken/unsafe 11. Dog/animal mess | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | 1. Insurance reviewed regularly 2. Inspected monthly 3. Inspected monthly 4. Inspected monthly 5. Inspected monthly 6. Inspected monthly 7. Inspected monthly 8. Inspected monthly 9. Inspected monthly 10. Inspected monthly 11. Dogs not allowed in rec |  |
| Toddler swing | 1. Failure to insure 2. Seat broken 3. Chains broken/unsecure 4. Safer surfacing damaged 5. Broken/rusty parts | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | 1. Insurance reviewed regularly 2. Inspected monthly 3. Inspected monthly 4. Inspected monthly |  |
| Swings | 1. Failure to insure 2. Seat broken 3. Chains broken/unsecure 4. Safer surfacing damaged 5. Broken/rusty parts | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | 1. Insurance reviewed regularly 2. Inspected monthly 3. Inspected monthly 4. Inspected monthly 5. Inspected monthly |  |
| Bouncy toddler toy | 1. Failure to insure 2. Springs rusty/broken 3. Seat broken/insecure 4. Safer surfacing damaged 5. Broken/rusty parts | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | 1. Insurance reviewed regularly 2. Inspected monthly 3. Inspected monthly 4. Inspected monthly 5. Inspected monthly |  |
| Climbing equipment | 1. Failure to insure 2. Nets broken 3. Wooden parts broken 4. Exposed screws/nails 5. Safer surfacing unraked/inadequate 6. Surfacing edging damaged | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | 1. Insurance reviewed regularly 2. Inspected monthly 3. Inspected monthly 4. Inspected monthly 5. Inspected monthly 6. Inspected monthly |  |
| Basketball net | 1. Failure to insure 2. Surfacing unsafe 3. Net broken 4. Wooden parts broken/unsafe | H/M/L  H/M/L  H/M/L  H/M/L | 1. Insurance reviewed regularly 2. Inspected monthly 3. Inspected monthly 4. Inspected monthly |  |
| Vehicle access gates | 1. Gates broken/unsafe 2. Gates unlocked 3. Gate posts broken/unsafe 4. Access uneven/unsafe | H/M/L  H/M/L  H/M/L  H/M/L | 1. Inspected monthly 2. Inspected monthly 3. Inspected monthly 4. Inspected monthly |  |
| Cricket nets: Albury Heath | 1. Failure to insure 2. Failure to maintain 3. Failure to ensure accessible to public 4. Safer surfacing inadequate | H/M/L  H/M/L  H/M/L  H/M/L | 1. Insurance reviewed regularly 2. Inspected monthly 3. Agreement with cricket club 4. Inspected monthly |  |

**ALBURY PARISH COUNCIL: RISK ASSESSMENTS**

**General Date Reviewed: ………………………………………………..**

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| **Item** | **Risk** | **Likelihood of Occurrence** | **Security** | **Action Needed** |
| Administration | 1. Failure to meet statutory duty on meetings 2. Failure to arrange premises 3. Failure to make provision for public 4. Crash of IT equipment 5. Freedom of Information Act –duty to disclose 6. Maintenance of website 7. Contact details for councilors 8. Contact details for Clerk | H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L  H/M/L | 1. Notices and meeting papers at least 3 days before meeting 2. Memorial Library always accessible, clerk arranges booking for hall 3. Adequate seating in both venues, disabled access, toilets 4. Two accessible computers 5. Information on website and also in Memorial Library, open to public every Tuesday afternoon. Clerk available by e-mail and phone 6. Local business maintains website on behalf of Parish Council 7. On website, newsletters, noticeboard 8. On website, newsletters, parish magazine, noticeboard |  |
| Bus Shelters | 1. Failure to insure 2. Failure to keep clean 3. Failure to maintain | H/M/L  H/M/L  H/M/L | 1. Insurance regularly reviewed 2. Cleaning contract in place, all cleaned monthly. 3. Inspected monthly |  |
| Contractors | 1. Failure to supervise 2. Failure to check insurance/public liability 3. Failure to seek competitive quotations | H/M/L  H/M/L  H/M/L | 1. All contracts supervised by clerk 2. Contractors confirm insurance/public liability on engagement/renewal 3. At least 3 quotes sought for all work over £1,000 |  |