

WOODNEWTON PARISH COUNCIL

RISK ASSESSMENT

REVIEW DATE August 2018

SUBJECT	RISK(S) IDENTIFIED	H / M / L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS
FINANCIAL				
Precept	Adequacy	L	Budgetary procedure	Adequate
Financial controls & records	Inadequate checks	L	Accounts presented at every second meeting 2 signatories on cheques Internal & external audits All payments minuted NALC-approved financial regulations in place	
Insurance	Adequacy Compliance Fidelity guarantee	L L L	Clerk checks policy	Councillors to review compliance annually
Banking	Inadequate checks	L	Financial regulations in place Monthly reconciliations	Adequate
Cash	Dishonesty Theft	L L	Allotment rents received in cash are recorded on register & reconciled to banking Fidelity guarantee insurance	Adequate

SUBJECT	RISK(S) IDENTIFIED	H/M/L MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS	
Council records (paper)	Loss thro' theft, fire, other damage	L/M	Papers are at the clerk's home on shelves, in a filing cabinet & older papers are in an attic	
Council records (electronic)	Loss thro' theft, fire, computer corruption	M	Stored on the parish council computer	Regular back-ups are stored separately
Meeting location	Health & safety	L	Village hall conducts its own risk assessment	Adequate
ASSETS				
Noticeboard	Injury to third parties	L	Clerk inspects regularly Insurance	Adequate
Playground equipment incl. seating	Injury to third parties	M	RoSPA annual report Maintenance budgeted annually Insurance	Checks are allocated on a monthly rota amongst Cllrs, working to an agreed checklist
Village sign	Injury to third parties	L	Insurance	

SUBJECT	RISK(S) IDENTIFIED	H/M/ L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS
COUNCIL CONTROLLED				
Street lights	Injury to third parties	L	All faults reported quickly and dealt with by electricity company	
Cemetery	Injury to third parties	L	Tight regulations on what can be in cemetery mean little risk from headstones etc. Walls, gates etc. pose low risk Insurance	Adequate Inspection Feb & Sept for referral to clean-up day. Clerk to add to appropriate agenda.
Church yard	Injury to third parties	L	Policy of inspection in place Walls, gates etc. pose low risk Insurance	Adequate Inspection Feb & Sept for referral to clean-up day Clerk to add to appropriate agenda.
Allotments	Injury to third parties	L	Insurance	Inspection Feb & Sept for referral to clean-up day Clerk to add to appropriate agenda.
Playing field	Injury to third parties	L	Insurance	Inspection Feb & Sept for referral to clean-up day Clerk to add to appropriate agenda.
Trees	Injury to third parties	L		Inspection Feb & Sept for referral to clean-up day Clerk to add to appropriate agenda.