

Chineham Parish Council

Risk Assessment - Adopted 15th May 2023

POTENTIAL RISK	POTENTIAL IMPACT	RISK	CONTROL SYSTEMS TO MITIGATE RISK	RISK FOR THE PARISH COUNCIL AFTER MITIGATION
<u>Claim for injury – member of the public:</u>				
At Parish Council Meetings	Damages claim	Low	Advise members of public if laptop cables are being used at Meetings & advise of fire evacuation procedures. (Parish Council Public Liability Insurance - £10,000,000.)	Low
In play areas	Damages claim	High	Play areas are the responsibility of Basingstoke & Deane Borough Council & are inspected regularly by their own inspectors. (Basingstoke & Deane Borough Council Public Liability Insurance.)	Nil
On fitness trail	Damages claim	High	The fitness trail is the responsibility of Basingstoke and Deane Borough Council & is inspected regularly by its own inspectors. Additionally, safety & user information boards have been installed. (Basingstoke and Deane Borough Council Public Liability Insurance).	Nil
In skate park	Damages claim	High	The skate park is the responsibility of Basingstoke & Deane Borough Council & is inspected regularly by its own inspectors. Additionally, safety rules are clearly marked. (Basingstoke & Deane Borough Council Public Liability Insurance).	Nil
At allotment site	Damages claim	Medium	Regular inspections of site by Chineham Allotment Team (CAT). Reports are made direct to the Clerks (urgent) or to the Recreation Committee Meetings. (Parish Council Public Liability Insurance - £10,000,000.)	Low
Footpaths/trees	Damages claim	Medium	Parish footpaths & trees are the responsibility of Basingstoke & Deane Borough Council/Hampshire County	Nil

			Council. Details of any issues received by the Clerk/Assistant Clerk from residents or the Rapid Response Warden are reported to the Borough Council or County Council (Basingstoke & Deane Borough Council or Hampshire County Council Public Liability Insurance.)	
Bus shelters	Damages claim	Low	For those bus shelters owned by the Parish Council – Parish Council Public Liability Insurance - £10,000,000. Bus shelters are inspected (usually annually) by the Rapid Response Warden for any defects. For those bus shelters owned by the Borough Council – Basingstoke & Deane Borough Council Public Liability Insurance.	Low
Seats	Damages claim	Low	For those seats owned by the Parish Council – Parish Council Public Liability Insurance - £10,000,000. Seats are inspected (usually annually) by the Rapid Response Warden for any defects. For those seats owned by the Borough Council – Basingstoke & Deane Borough Council Public Liability Insurance.	Low
Community Orchard	Damages claim	Low	Parish Council Public Liability Insurance - £10,000,000.	Low
<u>Claim for injury – Employees/Councillors/Speedwatch volunteers:</u>				
Anywhere	Damages claim	Low	Parish Council Employers’ Liability Insurance cover - £10,000,000 and Personal Accident Insurance cover - £100,000. Register kept of names of Speedwatch volunteers for insurance purposes and roadside sites are risk assessed by the Police.	Low
<u>Loss of key staff – Clerk/Assistant Clerk</u>	No administration support	Low	Each member of staff is able to deputise for the other. Holidays are booked to avoid the absence of both staff. In the absence of both, a Councillor or Locum Clerk will provide cover (Locum Clerk service provided by HALC).	Low

<u>Slanderous/libellous statements by Employees/Councillors</u>	Damages claim	Low	Officials' & Trustees' Indemnity cover – £500,000. Cllrs. are signatories to a formal Code of Conduct – with which they agree to comply (mitigation).	Low
<u>Lack of financial reserves</u>	Inability to respond to unexpected expenses	Medium	The financial position is reviewed by the Parish Council on a regular (usually monthly) basis. Actual costs are assessed against the budget by the Finance Committee and Full Council.	Low
<u>Theft or damage to Parish Councils assets</u>	Replacement costs	Low	The Parish Council is insured with Property – Buildings cover. Parish Council insurance is reviewed annually to ensure adequate cover is in place & an asset register is maintained. (Parish Council insurance provided by Came & Co.) Reserves also in place to cover repair/replacement costs.	Low
<u>Public Access Defibrillator (contained in a protective storage cabinet)</u>	Replacement costs	Low	The operation of the defibrillator is under the guidance of the Ambulance Service. The Parish Council is responsible for the daily maintenance (visual inspection) of the equipment which is undertaken by the Village Hall Caretaker. Damage to the equipment is covered by the Parish Council's insurance: Property – Buildings cover.	Low
<u>Loss or theft of cash reserves by employees</u> <u>Debit card</u>	No cash reserves – inability to respond to expenses	Low Low	Fidelity Guarantee cover - £150,000. Internal controls in place e.g. 2 Parish Councillor cheque signatories required, invoices checked independently when signing cheques. Under the Parish Council's Financial Regulations, a Debit card is restricted to the Clerk and restricted to single transaction values of £500 unless authorised by the Parish Council in writing before any order is placed.	Low Low
<u>Use of contractors</u>	Damages claim to themselves or the public	Low	Obtain a valid insurance policy from all contractors before allowing work to begin. Obtain expert opinion if required.	Low

<p><u>Partial or complete loss of computer records due to computer crash, mishandling or theft</u></p>	<p>Would impact on the work of the Parish Council & require time to re-input records</p>	<p>Low-High</p>	<p>2 laptops held with separate work on each. Real time automatic back-up service is provided by Vision ICT and secondary manual back-ups are also undertaken by the Clerks on a monthly basis to portable hard drives. Additionally, cashbook records periodically transferred (usually quarterly) to Finance Committee Chairman. Registered with the Information Commissioner's Office as a Data Controller for Data Protection purposes. Sensitive files password protected on laptops.</p>	<p>Low</p>
<p><u>Loss of Parish Council website due to hacking</u></p>	<p>Would impact on local residents' access to Parish Council information</p>	<p>Low</p>		<p>Low</p>