

## Catfield Parish Council General Risk Assessment

### Foreword

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

Making sure that all employees are made aware of the results of the risk assessment.

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.

This Risk Assessment shall be reviewed

- Every year on its anniversary
- Significant changes in activities and / or risks
- As instructed by appropriate outside bodies

	Hazardous Event	Consequence	Effectuated	Management controls	Residual risk and further measures
1	Financial Mismanagement	Loss of money or goods caused by accident, fraud or dishonesty  Precept request not submitted by due date  VAT not reclaimed  HMRC responsibilities not maintained  Theft or loss of cash	Public  Council  Clerk	Financial Regulations	Tolerable with no further action needed.

2	Lack of proper communications	Breach of LGA 1972 Breach of Audit Regulations Breach of Transparency Code for Smaller Authorities Failure to deal with FO requests	Public Council	<ul style="list-style-type: none"> <li>• Noticeboard regularly updated</li> <li>• Website regularly updated</li> <li>• Clerks contact details available on the noticeboard and website</li> <li>• Clerk used e-mail distribution list</li> <li>• All Councillors have full contact details of each other</li> <li>• Clerk maintains annual calendar of events to ensure Councillors are aware of actions that need to be taken.</li> </ul>	Noticeboards to be updated. Council needs to have access to the current website or a separate Parish Council website.
3	Personal Accident to Councillor, clerk or voluntary worker  Libel and Slander claim  Legal Expenses accrued	Legal Action by Employee, Public or Volunteer	Public Council  Clerk	Comprehensive Insurance purchased  Risk assessments maintained	Insurance policy to be circulated and reviewed.
4	Loss or damage to assets	Assets stolen or missing Assets damaged	Public Council	All damaged assets made safe and repaired at earliest opportunity Loss or stolen assets reported to police and Council meeting	Regular visual inspections of assets and log of defects recorded. Asset Register to be circulated.

		Council records lost or damaged through fire / theft etc.		E-mails and electronic records backed up regularly to 'the cloud'.  Current paperwork held in fire resistant filing cabinet.	All archive paperwork to be held outside the Clerks house. Records to be taken to Norfolk Records Office. Electronic records are held on secure portable hard drive and backed up to the cloud.
5	Clerk or Councillor acts ultra-vires	Council brought into disrepute	Council  Clerk	Councillors and Clerk offered regular training sessions.  Policies and advice available from Clerk  NALC advisory service available to all	Tolerable with no further action needed. The clerk is currently undergoing training. Training is to be arranged for Councillors.
6	Personnel incapacitated (permanent or temporary)	Lack of continuity  Disruption of Service  Loss of information	Council  Clerk	Shared access to back up of electronic data  Website access available through NALC  Clerk informs district council immediately of the vacancy so that an advert can be placed. If the resignation leaves the council inquorate Clerk to seek advice from District Council	Tolerable with no further action needed.