



# Three Saints South Elmham Parish Council

All Saints & St. Nicholas, St. Michael and St. Peter South Elmham

## RISK ASSESSMENT

Item	Potential Outcome	Number of Persons Affected	Likely hood of contact with the Hazard	Frequency of Contact	Severity of Outcome	Control Measures/Action required to Minimise Risk	Final Risk
Assets		A	B	C	D		
Bus Shelter	Child /Adult hit by vehicle whilst using	low	low	low	Variable	none	very low
Four Noticeboards	Adult Struck by door in High Winds	low	low	low	Bruising	none	low
4 x Oak Benches	Villager falling off	low	low	low	Bruising	none	low
1 x Bridge near bus shelter	Villager falling off	low	low	low	Bruising	none	low
1 x Bridge on Common	Villager falling off	low	low	low	Bruising	none	low
1 x Strimmer	Injury in use	one	low	low	Bruising	none	low
<b>Notes</b> Immediate action will be taken by the Council in the event of any asset found to be sub-standard.							
<b>Physical Losses</b>							
Loss of Records / Documents			See General Data Protection Regulations Policy				
Theft of Funds			Two Councillor Signatories required on each cheque. Invoices are countersigned by those signatories Expenditure by Cheque only Clerk and Council Member Fidelity Guarantee Cover as per current policy Employee Personal Accident Cover as per current policy				
Liabilities			Public Liability Insurance as per current policy Employers Liability as per current policy				
<b>Performance Failures</b>			<b>Risk</b>	<b>Control Measures</b>			
Individual Failure by Councillors /Clerk			1	Meeting Minuted with Action points for Individuals			
Failure to Budget /Precept Adequately			2	Financial Statements presented at each meeting- RFO & PC to set Budget & Precept Annually			
Failure to ensure proper use of grants			2	All use of grants minuted Grants made to charities likewise resolved and minuted			
Failure to respond to planning applications/consultation documents			2	Clerk contacts Chairman, or other Councillor if return date of application is prior to next meeting All applications logged on HPC website.			
Failure to respond to public right of Inspection			2	Notices displaced as per legal requirement			

Compliance Failures	Risk	Control Measures
Failure to record financial transactions	1	Monitoring by Annual Internal and External Audit
Failure to keep Minutes , Records, and document control	1	Back up of Minutes kept as well as Minute File and on HPC Website Asset Register Maintained Annually Record keeping requirements covered by FOI Act & Clerk's Contract
Breach of VAT Rules	1	Monitoring by Internal & External Auditors Records to be kept 6 Years
Breach of members Interest Legislation	2	Monitoring by Clerk, Councillors, County Council.
<b>Risk Scale</b> <b>1= Low</b> <b>2 = Medium</b> <b>3 = High</b>  This Risk Assessment covers all known Assets and Liabilities of Three Saints Parish Council and is reviewed, agreed and minuted annually.		