

# West Auckland Parish Council

## Risk Assessments

(Agreed 12/07/04 – reviewed annually at AGM)

| Area of Risk              | Risk Identified  | Level (low, medium, high) | Mitigation   |
|---------------------------|--|---------------------------|--|
| Council Members           | Corruption<br><br>Incorrect decision leading to accident/injury of 3 <sup>rd</sup> party                           | Low                       | <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Code of Conduct</li> <li>• Group decision making</li> </ul>  |
| Clerk- employee liability | Ineffective practice<br><br>Personal accident/injury while carrying out Parish Council business                    | Low                       | <ul style="list-style-type: none"> <li>• Training as required</li> <li>• Standing Orders</li> <li>• Financial Regulation and controls</li> <li>• Employers Liability cover</li> </ul>  |
| Financial                 | Theft  | Low                       | <ul style="list-style-type: none"> <li>• Financial Regulations – reviewed annually</li> <li>• Standing Orders – reviewed annually</li> <li>• Internal Audit</li> <li>• External Audit</li> <li>• Finance su-committee</li> </ul> |
| Allotments                | Physical condition of allotments & boundary fence.<br><br>Prevention of accidents/injury to 3 <sup>rd</sup> party. | Low                       | <ul style="list-style-type: none"> <li>• Visual checks by nominated Parish Councillors (min 2 per annum)</li> <li>• Allotment Holders/Parish Council agreement</li> <li>• Public Liability insurance</li> </ul>                  |
| Parish Room               | Security   | Low                       | <ul style="list-style-type: none"> <li>• All front door keys issued to group leaders to be replaced every 3 years</li> <li>•</li> </ul>  |
| Parish Room               | Damage to heating system   | Low                       | <ul style="list-style-type: none"> <li>• Annual service plan</li> </ul>  |