

Stanton Parish Council

RISK ASSESSMENT

Area: RECORDS MANAGEMENT

Assessor: Councillor F Hart (Chairman)

Persons at risk: Clerk and Council

Date: 14 July 2022

Hazard	Present Control	Adequate? Y/N	Improvements
Loss of paper records	<p>Mainly kept in metal filing cabinet. Documents of historic importance i.e. old maps are stored at the Suffolk Records Office.</p> <p>Originals passed to Suffolk Records Office for storage.</p> <p>Copies of the current minutes are scanned to memory stick and external drive.</p>	Y	<p>Continue to archive old paperwork to external drive and pass originals to Suffolk Records Office.</p> <p>New key obtained to ensure cabinet is lockable.</p> <p>One key retained by Chair away from home address.</p>
Loss of computerised records	Back up to Cloud Storage	Y	<p>External hard drive backed up daily. Backs up automatically when lap top is in use.</p> <p>Back up to remote hard drive and cloud storage.</p>
Loss of information due to inadequate storage	Lockable, metal filing cabinet.	Y	<p>External hard drive back up done automatically when lap top is in use.</p> <p>Original records of historic importance are stored at Suffolk Record Office.</p> <p>All other records have been assessed as replaceable.</p>
Out of date Policies and Procedures may lead to complaints and non-compliance with recently updated law.	List of Policies and Procedures in place with review dates checked on a monthly basis.	Y	Policy review dates added to Outlook Calendar with reminders.

Area: FINANCE

Assessor: Cllr F Hart (Chair)

Persons at Risk: Clerk and Council

Date: 14 July 2022

Hazard	Present Control	Adequate? Y/N	Improvements
Payment of unauthorised cheques or unauthorised BACS payments	All payments are supported by invoices/or authorised record. Details of all payments are minuted. Minute number written on copy of invoice. Two signatories required (excl. Clerk) on invoices and cheques where applicable. Invoice and cheque stub initialled by signatories at time of signing cheque/ authorising BACS payments.	Y	Clerk to arrange internet access to Bank accounts for second signatory to approve on line BACS payments to reduce chance of errors. Consider change of bank provider due to difficulty getting changes to signatories.
Repayment of loan	Council is required to make annual payments (March and October) for twenty years for a Public Works Loan. The Council has carried out a detailed budget and committed reserves to ensure that the loan repayments are realistic.	Y	Check Precept is received and Bank account balance is adequate at the time of the direct debit transfer of loan repayments (March and October).
Errors in VAT or HMRC PAYE returns	On line payments via HMRC portal	Y	Second person to check VAT and PAYE returns prior to submission
Errors and fraud in accounts/ financial records	The RFO is subject to annual internal and external audit. Accounts are available for Councillors and Parishioners to inspect. Internal controls are in place and reviewed annually. Accounts checked quarterly against a statement of internal control check list. Councillors have read only access to Scribe Accounting system *Fidelity guarantee held.	Y	
Errors in budgeting	Annual budget prepared in support of Precept. Actual spend against budget is reported in writing quarterly to all Councillors.	Y	

*Fidelity guarantee insurance (Employee Dishonesty all employees and members) to £250,000

Area: HEALTH AND SAFETY

Assessor: Cllr F Hart (Chair)

Persons at Risk: Clerk, Councillors, Volunteers and Public

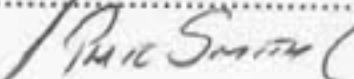
Date: 14 July 2022

Hazard	Present Control	Adequate? Y/N	Improvements
Danger to Clerk from being a lone worker	Members of the public may wish to visit Clerk to request information or make complaint. This should only be done with prior appointment and a Councillor should also be in attendance	Y	
Danger to Clerk from Council equipment	Use of Filing cabinet, printer, laptop computer and lifting and moving of files are all done with appropriate care	Y	
Danger to Street Cleaner/litter picker from being lone worker/working on pavements	Full and separate risk assessment, as recommended by West Suffolk Council is undertaken and attached.	Y	Ensure annual review and Councillors to visit Street Cleaner whilst at work.
Danger to volunteers from using equipment to undertake speedwatch duties.	Personal accident and public liability insurance held by Council Appointed Councillor to check individual is competent with the use of their machinery.	Y	
Danger to public from Council assets:	All covered by public liability insurance.	Y	Annual inspection of Assets to be carried out and all Councillors to be alert and report defects when seen to the Clerk forthwith
Danger to Councillors from undertaking public duties/ minor repairs etc	Each activity to be risk assessed on its merits and a decision made as to the safeguards.	Y	Individual decisions supported by Full Council. Public liability insurance in force.

*

These risk assessment statements were considered and resolved with amendments, and minuted as item 7b, at the meeting of Stanton Parish Council on 14 July 2022

Signed  F J Hart (Chair)

 (Vice Chair)

Signed  Joy Hart, RFO and Clerk