

Hinton Blewett Parish Council

RISK ASSESMENT 2018

Hinton Blewett Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employee, members, assets, liabilities and community against potential losses. The Parish Council is aware that some risks can never be eliminated fully and it has in place stratagem for managing risk. It is the opinion of the Parish Council that the overall risks of the Parish Council are low.

Risks have been identified in the following areas:-

Identified Risk Area	Risk Management	Risk
Liability for injury or damage to members of the public and / or their property	Public liability insurance in place, annual checks made of Seats, Gate, Fence, Playing Field and play equipment*, Barbury and Marker Stones to ensure they are in good order.	Low
Property Damage	Insurance is in place for the following items: Notice Board, Wooden Seat on Barbury, Jubilee Seat, Gate and Fence, Prospect Stile Sign, 6 Marker Stones, Playing Field equipment and Defibrillator.	Low
Libel and Slander	Official Standing Orders and Financial Regulations are in place. Insurance in place for Libel and slander.	Low
Fidelity	The Clerk has no direct access to money. All transactions are carried out through the bank account. All cheques require the signatures of two councillor signatories, and the signatories initial all cheque stubs. The accounts are reviewed at each meeting of the Council, including confirmation that accounts match the bank statements. References are obtained before appointment of a new Clerk. The Parish Council insurance covers up to £150,000 for Fidelity Guarantee.	Low
Contingency/General Reserves	A General Reserve of at least £2500 is budgeted each year to cover unexpected financial shortfall or irregularity. Small Councils are advised to have reserves to cover 4-6 mths annual expenditure/or Clerk's illness/ unplanned expenditure.	Low
Loss of Computer Records	Hard Copies are kept of all agendas and minutes/decisions. Electronic copies of agendas, minutes, policies etc are uploaded to the Parish Council website. The computer records, are continuously backed up remotely. Emails are kept for 6 months.	Low
Use of land	Use of the Barbury and Playing Field for events is by permission of the Parish Council only. As above, Public Liability and property insurance are in place, however, the liability for insuring the event is with the event organiser. An event form and risk assessment must be completed for each event.	Low

* Subject to weekly Parish inspections and quarterly and annual B&NES inspections.

Approved by Parish Council 28th November 2017

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