

**ALBRIGHTON PARISH COUNCIL
RISK/HAZARD IDENTIFICATION**

Level of risk: High/Medium/Low

CATEGORIES OF RISK	LEVEL	CONTROL MEASURES ALREADY IN PLACE WEEKLY MONTHLY ANNUALLY	IDENTIFICATION OF ADDITIONAL MEASURES FOR CONSIDERATION OF FUTURE ACTION	MEASURE OF AUDIT
<p>FINANCIAL <u>Accounts</u> Theft Fraud Corruption Error</p> <p><u>Petty Cash System</u> Theft Fraud Corruption Error</p> <p><u>Payroll</u> Fraud Corruption Error</p> <p><u>Storage/Banking of Cash</u> Theft Corruption Fraud Error</p>	<p>Medium</p> <p>Low</p> <p>Low</p> <p>Medium</p>	<p>Adequate Precept supported by appropriate budgets. Standing Orders/Financial Regulations. Proper financial records. Internal Audit/External Audit. Monthly Bank Reconciliations. Monthly Income/Expenditure Reports. Quarterly budget reports to full Council. Internal Financial Risk Assessment Policy. Audit trail for handling cash/cheque income.</p> <p>Reimbursements approved by Council. Internal Audit. Receipt system.</p> <p>Use of RBS Software for payment of wages. Timesheets verified by Parish Clerk.</p> <p>Cash stored in locked cupboard with restricted access.</p>	<p>Possible purchase of a safe. Review of amount covered by insurance. Regular banking.</p>	<p>Members of Council.</p> <p>Internal Auditor.</p> <p>External Auditor.</p> <p>Insurance Company.</p> <p>Parish Clerk.</p> <p>Members of Council.</p> <p>Parish Clerk.</p>

<p>LEGAL <u>Procurement of works, supplies and services.</u> Fraud Loss of money, incompetence</p>	<p>Low</p>	<p>Use of Approved Contractors' Standing Orders/Financial Regulations.</p>	<p>All contractors to be vetted and to supply H&S statements, copy of ins. cover and trade references.</p>	<p>Members of Council. Parish Clerk.</p>
<p><u>Government Legislation</u> Non-compliance with legal powers Not meeting statutory duties/deadlines</p>	<p>Low</p>	<p>Accurate and safely stored minutes of Council business. Code of Conduct/Register of Members' Interests.</p>	<p>Continual professional development programme for the Clerk.</p>	<p>Internal Auditor. External Auditor. Shropshire Council.</p>
<p><u>Data Protection</u> Breach of confidentiality</p>	<p>Medium</p>	<p>Council's Freedom of Information Policy.</p>		<p>Members of Council.</p>
<p><u>Mis-statement</u></p>	<p>Low</p>	<p>Clerk's reports on any unusual financial activity. Adequate Fidelity Cover for Clerk/Councillors.</p>		<p>Members of public. Internal Auditor. External Auditor.</p>
<p><u>Employment Practice & Procedure</u></p>	<p>Medium</p>	<p>Contracts of Employment, Grievance Procedure, Sickness/Absence procedures.</p>	<p>Contracts to be reviewed. Review measures governed by staff confidentiality.</p>	<p>Members of Council. Parish Clerk. Employees.</p>

ASSETS <u>Loss of assets/business</u>	Low	Adequate insurance cover. Assets Register/Contents Inventory.		Members of Council.
<u>Machinery</u> Breakdowns Accidents	Low	Machinery regularly maintained. Staff suitably qualified to carry out routine maintenance.		Parish Clerk.
<u>Vehicles</u> Breakdown Accident	Low	Vehicle maintenance Schedule. Vehicle maintenance checks carried out by an external agency. Suitably qualified/licensed staff.	Consider the purchase of new/used vehicles.	Employees.
<u>Football pitch at Clock Mills</u> Injury to users	Low	Annual pitch maintenance programme.	Consider the purchase of the pitch from Severn Trent Water.	Members of Council. Parish Clerk.

PHYSICAL INJURY/SECURITY				
<u>Parish Office</u> Injury to employees, visitors And contractors Security of employees, Visitors and contractors	Low	Liaison with landlord re fire precautions, electrical Systems and any hazardous substances. Health and safety training, notices and first aid box. Adequate insurance cover.		Members of Council. Landlord. Parish Clerk. Parish Clerk.
<u>Football pitch</u> Injury to users	Low	Maintenance programme for pitches/equipment.		Parish Clerk. Severn Trent Water.
<u>Recreation Areas</u> Injury to users	Low	Weekly risk assessment check. Annual external play area inspection.		Parish Clerk. Members of the public. Accredited inspector. Shropshire Council

TECHNOLOGICAL				
<u>Computer and office equipment</u> Damage/theft Hacking or corruption of data Risk to health	Low	Computer and backup hard drive kept in a separate location. Computer password installed Appropriate Health and Safety documents available for users.	New I.T. equipment to be purchased as required. Anti-virus/hacking software installed.	Members of Council. Parish Clerk.