

**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 |
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| FINANCIAL Accounts Theft Fraud Corruption Error | Medium | 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. | | Members of Council. Internal Auditor. External Auditor. Insurance Company. |
| <u>Petty Cash System</u> Theft Fraud Corruption Error | Low | Reimbursements approved by Council. Internal Audit. Receipt system. | | Parish Clerk. |
| <u>Payroll</u> Fraud Corruption Error | Low | Use of RBS Software for payment of wages. Timesheets verified by Parish Clerk. | | Parish Clerk. |
| <u>Storage/Banking of Cash</u> Theft Corruption Fraud Error | Medium | Cash stored in locked cupboard with restricted access. | Possible purchase of a safe. Review of amount covered by insurance. Regular banking. | Members of Council. Parish Clerk. |

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| <p>LEGAL <u>Procurement of works, supplies and services.</u> Fraud Loss of money, incompetence</p> <p><u>Government Legislation</u> Non-compliance with legal powers Not meeting statutory duties/deadlines</p> <p><u>Data Protection</u> Breach of confidentiality</p> <p><u>Mis-statement</u></p> <p><u>Employment Practice & Procedure</u></p> | <p>Low</p> <p>Low</p> <p>Medium</p> <p>Low</p> <p>Medium</p> | <p>Use of Approved Contractors' Standing Orders/Financial Regulations.</p> <p>Accurate and safely stored minutes of Council business. Code of Conduct/Register of Members' Interests.</p> <p>Council's Freedom of Information Policy.</p> <p>Clerk's reports on any unusual financial activity. Adequate Fidelity Cover for Clerk/Councillors.</p> <p>Contracts of Employment, Grievance Procedure, Sickness/Absence procedures.</p> | <p>All contractors to be vetted and to supply H&S statements, copy of ins. cover and trade references.</p> <p>Continual professional development programme for the Clerk.</p> <p>Contracts to be reviewed. Review measures governed by staff confidentiality.</p> | <p>Members of Council. Parish Clerk.</p> <p>Internal Auditor. External Auditor. Shropshire Council.</p> <p>Members of Council.</p> <p>Members of public. Internal Auditor. External Auditor.</p> <p>Members of Council. Parish Clerk. Employees.</p> |
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| <p>ASSETS <u>Loss of assets/business</u></p> <p><u>Machinery</u> Breakdowns Accidents</p> <p><u>Vehicles</u> Breakdown Accident</p> <p><u>Football pitch at Clock Mills</u> Injury to users</p> | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> | <p>Adequate insurance cover. Assets Register/Contents Inventory.</p> <p>Machinery regularly maintained. Staff suitably qualified to carry out routine maintenance.</p> <p>Vehicle maintenance Schedule. Vehicle maintenance checks carried out by an external agency. Suitably qualified/licensed staff.</p> <p>Annual pitch maintenance programme.</p> | <p>Consider the purchase of new/used vehicles.</p> <p>Consider the purchase of the pitch from Severn Trent Water.</p> | <p>Members of Council. Parish Clerk.</p> <p>Employees.</p> <p>Members of Council. Employees.</p> <p>Parish Clerk.</p> |
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| PHYSICAL INJURY/SECURITY | | | | |
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| <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 | | | | |
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| <u>Computer and office equipment</u> Damage/theft | Low | Computer and backup hard drive kept in a separate location. Computer password installed | New I.T. equipment to be purchased as required. Anti-virus/hacking software installed. | Members of Council. Parish Clerk. |
| Hacking or corruption of data | | | | |
| Risk to health | | Appropriate Health and Safety documents available for users. | | |