

Munslow Parish Council Risk Assessment May 2024

| | Risks | Level | Action Required |
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| Physical Assets owned by the council | Vehicle Activated Sign (including mobile VAS) | | |
| | a) Risk to third party | a) Low | a) Clerk to visually assess the poll stability 6 monthly and report any issues to Shropshire Council Highways or TWM. Only posts recommended by Shropshire Council are to be used for the mobile VAS. Public liability Insurance for £10 million in place and council reviews cover annually. |
| | b) Slips and Trips on Uneven Ground whilst moving mobile sign | b) Low | b) Two people to move the sign. |
| | c) Electric Shock | c) Low | c) 12volt electric only |
| | d) Manual Handling | d) Low | d) Sign to be moved by two people. Battery and sign to be moved separately. |
| | e) Display Screen | e) Low | e) Download time is short. |
| | f) Theft | f) Medium | f) Locked using Tamtorque fixing clamps and padlock. Keys to be retained by Councillors and Clerk only. |
| | Defibrillator | | |
| | a) Faulty cabinet heating damaging battery | a) Low | a) Suitable qualified electrical contractor used for installation |
| b) Faulty defibrillator not available for use in an emergency | b) Low | b) Clerk to check the defibrillator, cabinet, pads and batteries 6 weekly and record on The Circuit. | |

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| | <p>c) Defibrillator damaged or stolen</p> <p>d) Used by untrained person</p> <p>e) Taken by the ambulance service</p> <p>Burial Ground</p> <p>a) Risk to third party through usage of asset</p> <p>b) Damage to assets</p> <p>Notice Boards and Bus Shelters</p> <p>a) Risk to third party through usage of assets.</p> <p>b) Damage to assets</p> <p>Laptop/Printer</p> <p>a) Risk to third party through usage of assets.</p> <p>b) Risk to staff through usage of asset</p> <p>c) Damage to assets</p> | <p>c) Medium</p> <p>d) Low</p> <p>e) Low</p> <p>a) Low</p> <p>a) Low</p> <p>b) Medium</p> <p>a) Low</p> <p>b) Low</p> <p>c) Medium</p> | <p>c) Cabinet locked. Access code recorded on The Circuit.</p> <p>d) Automated defibrillator, training not required.</p> <p>e) Identifiable serial number recorded.</p> <p>a) Clerk will visually assess the walls and trees of the burial ground 6 monthly or after bad storms and report to the Parish Council meeting any findings. Public liability Insurance for £10 million in place and the council reviews the cover annually.</p> <p>b) Clerk will visually assess the burial ground and report any damage to the Parish Council and Insurers.</p> <p>a) Public liability Insurance for £10 million in place and council reviews cover annually.</p> <p>b) Clerk maintains register of assets and inspects the asset 6 monthly and arranges maintenance. The insurance is adequate to cover replacement of assets.</p> <p>This equipment will not be used by any members of the public</p> <p>a) The Clerk will follow HSE guidance on computer screen usage.</p> <p>b) and c) The Clerk maintains register of assets and inspects laptop bi-monthly and arranges maintenance. The laptop has virus protection which is updated annually.</p> |
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| Theft/Fraud | <ul style="list-style-type: none"> a) Employee, councillor or member of the public defrauding/stealing from the council b) Loss of funding affecting the council activities | <ul style="list-style-type: none"> a) Medium b) Low | <ul style="list-style-type: none"> a) Council adheres to NALC Model Financial Regulations and reviews annually b) Clerk performs monthly bank reconciliation and non-signatory councillor to perform a 6 monthly financial check of the accounts and bank statements. Report any discrepancies to Chair immediately and full council as soon as possible. c) All cheques are double signed. d) Online banking payments require authorisation by two signatories. e) Cheque books kept safely and no petty cash held f) 3 month contingency is maintained in bank to cover unexpected losses. g) All cheques are kept safely and banked within 3 working days h) Council insurance covers losses due to theft/fraud by employees and councillors i) The clerk prepares and annual budget and requests the precept based on the decision of the January council meeting. j) An annual internal audit is carried out by an Independent and competent auditor and this process is reviewed annually by the Council |
| Misuse of Public Money | <ul style="list-style-type: none"> a) Inappropriate awarding of contracts b) Poor value for money c) Poor budgetary controls d) Illegal use of public money | <ul style="list-style-type: none"> a) Medium b) Low c) Low d) Low | <ul style="list-style-type: none"> a) Contracts above £1500 are awarded via formal public tender following NALC model Financial Regulations. b) All expenditure between £100 and £1500 based on at least two and preferable 3 quotes obtained by the clerk and agreed at full council meeting. c) Clerk prepares bi-monthly report on income, expenditure against budget headings and bank statement reconciliation for full council meetings. Clerk prepares report to full council prior to annual budget setting. Full council agree budget and precept. d) Record in the accounts of the precise powers under which expenditure is being approved. |

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| | e) Non-payment of salaries and Inland Revenue | e) Low | e) Internal check confirms payments made and included in bi-monthly report to full council. Inland Revenue PAYE to be used. |
| | f) Non-claiming VAT | f) Low | f) Diarised to claim annually and is checked by internal auditor annually. |
| Loss of Income | a) Non-receipt of precept | a) Low | a) Clerk writes to Shropshire Council requesting the precept immediately after the January meeting to set the precept. |
| | b) Loss of grants | b) Low | b) Clerk to diary claiming and reporting for regular grants and report to full council |
| | c) Inability to provide services | c) Low | c) 3 month contingency is maintained to support loss of income |
| Public Relations | a) Poor communication | a) Low | a) All agendas and minutes are published on both website and noticeboards. Communications with the public will be recorded and maintained by the clerk. All communications with the press are to be channelled via the chair or clerk to check legality. |
| | b) Biased decision-making | b) Medium | b) Members interests received prior to each council meeting. NALC Code of Conduct will be reviewed at least bi-annually. |
| | c) Damage to third party as a consequence of the council providing services | c) Medium | c) Ensure any contractors used have public liability insurance. Council has public liability insurance. |

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| <p>Employees</p> | <p>a) Claim of unfair dismissal</p> <p>b) Claim for workplace injury</p> <p>c) Lone working</p> | <p>a) Low</p> <p>b) Low</p> <p>c) Low</p> | <p>Employers Liability of £10 million Insurance reviewed annually.</p> <p>a) NALC Model contract is used. Insurance includes Employers Liability and Personal Accident cover.</p> <p>b) No moving or handling is undertaken. Follow Home Workers Guidance.</p> <p>c) All lone activities are carried out in daylight and worker carries mobile phone. Meetings with unknown members of the public to be notified to a councillor who notes venue and time.</p> |
| <p>Information</p> | <p>a) Loss of council documents retained on the computer</p> <p>b) Loss of paper documents retained by the Clerk</p> <p>c) Misuse of records maintained on website or Facebook</p> <p>d) Misuse of email information</p> | <p>a) Medium</p> <p>b) Low</p> <p>c) Medium</p> <p>d) Medium</p> | <p>Passwords are retained by the Clerk and the Chair only and are strong and unique.</p> <p>a) All electronic documents are backed up to Microsoft One Drive which is password protected. The clerk will maintain a list of all records retained in accordance with the GDPR and review it annually.</p> <p>b) Paper documents are retained in accordance with NALC Retention of Documents Guidance. Records are stored in a locked filing cabinet or at Shropshire County Records Office. The clerk will maintain a list of all records retained in accordance with the GDPR and review it annually</p> <p>c) All records to be in PDF format and managed by Clerk. News items will be uploaded by either the Clerk or a Councillor and is password protected. The website and Facebook is password protected.</p> <p>d) Emails are via gmail and are password protected. Gmail alerts for security risks, suspicious logins and unauthorized activity.</p> |

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| Use of Contractors | <p>a) Claim for injury whilst working on contract</p> <p>b) Claim against Council for not awarding the contract fairly</p> | <p>a) Medium</p> <p>b) Low</p> | <p>a) All contractors to sign contract and agree health and safety arrangements before undertaking work. Evidence of Public Liability Insurance to be retained and updated during length of contract</p> <p>b) Council to ensure tendering process is followed correctly.</p> |
| Personal Data | <p>a) Data Breach</p> <p>b) Non-compliance with General Data Protection Regulations (GDPR)</p> | <p>a) Low</p> <p>b) Low</p> | <p>a) All personal data is held securely with password protected computers and locked filing cabinets. Personal data will be destroyed securely when no longer required in accordance with GDPR.</p> <p>b) Council is registered with the Information Commissioners Office and will renew annually. Council will comply with the requirements of the GDPR.</p> |
| Infection Control | <p>a) Transmission of infection to staff, councillors and public</p> | <p>a) Low</p> | <p>a) Face-to-face meetings to be held only when supported by government guidance.</p> <p>b) All Activities to follow current government guidance.</p> |
| Lifting of Equipment | <p>a) Damage to employees, councillors and volunteers</p> | <p>a) Low</p> | <p>b) Avoid the need for Manual Handling wherever possible</p> <p>c) Assess the handling and reduce the risk wherever possible</p> <p>d) Follow the HSE 'Good Handling Technique'</p> |