




Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Bramber Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Agreed: BPC 18/5/23 Review date: 01/05/2024

RISK ASSESSMENT REVIEWS					
ASSESSMENT DATE	REVIEW DATE	REVIEW DATE	REVIEW DATE	REVIEW DATE	REVIEW DATE
28/11/018	15/05/2019	14/04/2020	20/05/2022	01/05/2023	
SITE LOCATION		ASSESSMENT Author, name / position		ASSESSMENT AUTHOR SIGNATURE	
Clerk's Home		Paul Richards, Clerk			
OVERALL TASK RISK RATING		LINE MANAGER NAME		LINE MANAGER SIGNATURE	
		Rachel Burstow, Chair		To be signed off via email	

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FINANCIAL AND MANAGEMENT

SUBJECT	RISK(S) IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information, the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Horsham District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary. Agreed at ACM May 2023.
Bank and banking	Inadequate checks Banks mistakes	L	The Council has Financial Regulations which set out banking requirements Monthly reconciliation of expenditure against income and bank statements is carried out.	Existing procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	The Finance & General Purposes Committee meet regularly and report to Full Council.	Existing procedures adequate.
Grants	Receipt of grant To ensure monies are spent as specified	L	Council kept informed by Clerk when cheques are approved and updates are given re underspend or overspend.	Existing procedure adequate
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval and is minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work, competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate. Include when reviewing Financial regulations.

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Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	Accounts audited by independent body to demonstrate financial credibility. Payroll procedures for Clerk undertaken by outside agency.	Existing procedure deemed adequate.
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles. The Council ensures that all staff receive relevant training and reference books and access to advisory services such as SALC to undertake their jobs correctly. The Chair obtains employer references on previous employers of the Clerk/RFO. Annual appraisals to ascertain training needs take place for the Clerk.	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	The Annual Return to the External Auditor is completed and submitted within the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at Full Council Meetings	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality/Business conduct	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair or Vice Chair in Chair's absence. Minutes are prepared, circulated and displayed and uploaded to the Council website by the Clerk within the statutory time frames. The Clerk prepares statutory documents and these are adopted within Council meetings. The Clerk consults with SALC/NALC regarding statutory documents to ensure compliance with legislation. The Clerk regularly attends training/seminars to keep up to date of legislative requirements.	Existing procedures adequate. Members adhere to Code of Conduct

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Business Continuity	Loss or long-term incapacity of the Clerk.	L	The Clerk passes back up information to the Chair. The Clerk meets/speaks weekly to the Chair and so updating the Chair regularly on operations and projects. A locum Clerk would be recruited to cover long term absence of the Clerk.	Existing procedures adequate
Business Continuity	Full or majority resignation of the Council.	L	Maintain and adhere to Standing Orders Maintain and adhere to Members Codes of Conduct Clear and accurate minuting of Council meetings Clear communication between Council, outside bodies and Clerk Clear leadership and communication skills from Chair encouraging full participation from all Members Clerk to develop relationships with SALC and HDC in order to know who to approach	Existing procedures adequate
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings and recorded in the minutes. Register of member's interest forms reviewed annually.	Existing procedures adequate. Members take responsibility to update register.
Councillor/Chair Allowances	Councillors overpaid	L	Supporting documentation is submitted by Councillors when claiming travel or subsistence expenses to the Clerk and this is approved in the payments section of Council meeting as noted on the payments schedule. The Clerk pays the Chair the Chairman's Allowance as detailed in the precept. The payment is made in the Council meeting and noted on the payments schedule.	Existing procedures adequate
Elections	Risk of an election cost in a contested election	L	When an election is due the Clerk will receive an estimate of the likely costs of a contested election from Horsham District Council and provision will be made for this when setting the precept for the year. Annual precept to continue to build Election Cost reserves until a figure of £4,000 is achieved.	Reserve building – precept allocation.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities as necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually. Reviewed with Chair in April 2023..

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Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration – completed April 2023.
Freedom of Information	Policy Provision	L M	The Council has a Publication Scheme in place. FOI requests are dealt with following the advice and guidance of the Information Commissioner's Office. The Parish Council is aware that if a substantial request came in it could create a number of additional hour's work. The Parish Council can request a fee to supplement the extra hours	Monitor any requests made under FOI

PHYSICAL EQUIPMENT OR AREAS

SUBJECT	RISK(S) IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
Assets	Loss or damage Risk/damage to third party property	L L	An annual review of assets is undertaken for insurance provision.	Existing procedures adequate
Maintenance	Poor performance of assets or amenities Competence of contractors	L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured. Any contractor carrying out maintenance activity on behalf of the council will be assessed for competence and compliance with current health and safety legislation, industry best practice and value for money.	Existing procedures adequate Monitor quality of contractor work
Notice Boards	Risk of damage/injury	L	The Parish Council currently has two notice boards. No formal inspection procedures are in place, but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, Council Members and members of the public.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. Historic records are held by WSCC Records Office.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the Council laptop held with the Clerk at his home. Back up of electronic data is made at regular intervals.	Existing procedures considered adequate

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			The Parish Council website also stores backup copies of standard documents. Insurance cover is in place	
Provision and maintenance of hanging baskets	Injury to contractor	L	Contractor has Public Liability Insurance. The brackets on posts are inspected on an annual basis before mounting any flower baskets to ensure security and stability.	Existing procedures considered adequate.
Use of folding step ladder	Falls from height, injury to volunteers or public, falling objects	M	The folding step ladder is securely stored to avoid damage. Movement of the ladder is always by two persons. Volunteers always work in pairs or threes when using the ladder. Ladder sited on level ground and steadied by at least one volunteer during use. Members of the public are escorted around the ladder if required to prevent striking the ladder. Ladder not to be used in adverse weather conditions. Volunteers understand that over reaching is not permitted during ladder use and only volunteers who are fit and healthy are permitted to use the ladder.	Ensure any new volunteers are briefed in ladder safety before use.
Gritting of pavements and roads	Slips, trips and falls, being struck by moving vehicle	L	Volunteers to wear a high visibility jacket and suitable footwear when carrying out gritting. Only volunteers who are fit and healthy are expected to carry out grit spreading or the movement of grit in wheelbarrows. Spreader stored in secure area and inspected prior to use for correct operation.	Review list of volunteers each Winter.
Erection and dismantling Christmas tree, including hanging lights and decorations.	Use of step ladders, falls from height, manual handling injuries, injury to hands from pine needles.	M	Christmas tree delivered to car park by contractor. A team of volunteers are present to ensure manual handling risks are minimal. Tree secured once in position to prevent falling. Ladders use for decorating and hanging lights follows safety procedures listed in ladder use above. Volunteers wear gloves to prevent pine needle injuries.	Existing procedures considered adequate.
Maintenance of ditches and drainage channel in the Parish.	Slips, trips and falls, drowning, back injuries	M	Volunteers have received a briefing from the Environment Agency in safe working practices to be followed when clearing drainage channels and how to safely use the weed cutter. No lone working is permitted. Volunteers to wear appropriate clothing and footwear. Clearance activities not carried out in adverse weather conditions.	Monitor effectiveness of instruction during next 12 months.
Maintenance of public toilet	Slips and trips from wet floors; assault or abuse from members of the public, damage to council property	L	Cleaning activities are contracted out to local cleaning company. Standards of cleanliness monitored on regular basis and feedback received from members of the public.	Review effectiveness of contract annually.

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			Appropriate signage used during cleaning activities to warn members of the public. Regular patrols by Neighbourhood Wardens minimise risk of damage or vandalism.	
Maintenance of Mobile Vehicle Activated Signs	Vandalism, falls when moving to new site, sign dropped when being moved, working close to speeding traffic, abuse from members of the public	M	Signs will only be moved by either the council's paid contractor (who will be responsible for their own health and safety) or two councillors working together during sign movement. Ladders to be roped to appropriate strong points. High-viz clothing to be worn. Regular monitoring of signs.	Monitor effectiveness of instruction during next 12 months.