Stainton Parish Council
Risk Assessment 2021-2022

Area/ Subject	Risk	Risk Level	Management of Risk	Action/Comments	Responsibility
Assets	Protection of Physical Assets	M	Insurance in place	Cover reviewed annually changes advised to insurer	Clerk
	Play Park	M H	Undertake risk assessments associated with individual elements of recreation field as it is developed. Various risks: Cuts / abrasions, broken limbs, muscular skeletal and other physical injuries. .	Insurance in place to cover liability associated with risks and reviewed annually. Insurers advised of installation to maintain adequate cover. Regular checks of the play equipment carried out by the Local Authority.	PC/Clerk
	Security of buildings and equipment	M	Computer and related equipment used by the Clerk insured.	PC and printer owned by Council and is included in the insurance.	Clerk
Finance	Banking	M	Effective Investment	Funds kept in accounts in expectation of anticipated needs. Funds transferred as appropriate and types of account reviewed.	PC/Clerk
		L	Banking Frequency	There are low levels of transactions which are banked within four weeks of receipt.	Clerk
	Risk of loss of income	L	Precept and interest are currently only income.	No action currently required.	
	Security of Documents	M	Documents stored electronically are backed up on a icloud system with BT and documents are kept in a secure filing cabinet.	Storage of data at remote location	Clerk
	Loss of cash through dishonesty	L	Cash not currently handled	No action required	
	Financial controls and records	L	Two signatories required on all cheque and online payments and transfers. Balance of current & deposit accounts are provided to Council each meeting. Full accounts are provided quarterly for management purposes	Monthly & quarterly financial checks are in place. Review annually as part of the System for internal finance control & audit	PC/Clerk
	Annual internal and external audit controls in place	L	Council follows the financial regulations guidelines outlined by YLCA/NALC and SLCC. The regulations are updated when advised by YLCA. The accounts are inspected by an external auditor annually.	No action required.	PC/Clerk
	Comply with Customs and Excise Requirements	L	VAT claims completed by Clerk.	Audit provisions provide cross check	Clerk
	Compliance with borrowing requirements	L	The PC has no current plans to undertake borrowing	No action required.	PC/Clerk
Legal Liability	Legal liability arising as a consequence of an accident or other incident at the Play Park.	H	Insurance in place with arrangements to review on a regular basis. Inspections of the Play Park are required to ensure no dangerous items have been brought onto the field or damage done to equipment when installed. The Park and equipment need to be inspected by a ROSPA accredited company.	Log of all checks to be maintained.	PC/Clerk

Employer Liability	Decisions taken are within legal powers.	H	Majority of decisions are within routine parameters and should not cause undue problems. Detailed investigation, clarification and appropriate advice is sought where necessary on key/complex decisions. Members are aware of the need for decisions to comply with statutory requirements.	No action required.	PC/Clerk
	Proper and timely reporting of issues via agendas and meetings.	M	Council meets every four weeks on a Tuesday and considers the minutes of its previous meeting. Approved minutes are available to view online and in the village noticeboards in accordance with statutory requirements.	No action required.	PC/Clerk
	Document control and safety	M	Leases and other legal documents secured by clerk Other data storage to comply with Data Protection Act. A review of the data protection regulations is underway	Clerk to ensure that Council meet the requirements of GDPR implemented May 2018.	Clerk
Councillor Propriety	Code of Conduct	M	Councillors are circulated a copy of the Code of Conduct (Nolan Principles) along with information and guidance.	No action required.	PC/Clerk
	Registers of Interests and Gifts and Hospitality in place.	H	Register of Interests Completed. Gifts and Hospitality Register Completed.	Annual declaration of interest made at Annual Council meeting each year.	PC/Clerk
Health and Safety	Health and Safety of Employees	M	The Council currently operates no premises where employees are located so there are limited requirements. Risk assessment in respect of Clerk for office work; Insurance to cover Employers Liability in place.	No action required.	PC/Clerk

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Chairman

Date: 26th March 2022

Reviewed & approved20 May 2021.