

# Topcroft Parish Council

## RISK ASSESSMENT POLICY

| Item             | Potential Outcome                          | Number of Persons Affected | Likely hood of contact with the Hazard | Frequency of Contact | Severity of Outcome   | Control Measures/Action required to Minimise Risk | Final Risk |
|------------------|--------------------------------------------|----------------------------|----------------------------------------|----------------------|-----------------------|---------------------------------------------------|------------|
|                  |                                            | <b>A</b>                   | <b>B</b>                               | <b>C</b>             | <b>D</b>              |                                                   |            |
| Bus Shelter      | Child /Adult hit by vehicle whilst waiting | low                        | low                                    | low                  |                       | none                                              | very low   |
| Two Noticeboards | Adult Struck by door in High Winds         | low                        | low                                    | low                  | Light Bodily bruising | none                                              | low        |

### Notes

Immediate action will be taken by Council in the event of any asset found to be sub-standard.

This Assessment is based on items in the Asset Register, provided the Risk Assessment has been made annually and are all covered by the Public Liability Insurance.

| Physical Losses                                                    |                                                                                                                                                                                                                 |                                                                                                                                                   |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Loss of Records / Documents                                        | All documents are kept in the Clerk's filing cabinet.                                                                                                                                                           |                                                                                                                                                   |
| Theft of Funds                                                     | Two Councillor Signatories required on each cheque.<br>Invoices are countersigned by those signatories<br>Expenditure by Cheque only<br>Clerk and Council Member Fidelity Guarantee Cover as per current policy |                                                                                                                                                   |
| Accident                                                           | Employee Personal Accident Cover per personas per current policy.                                                                                                                                               |                                                                                                                                                   |
| Liabilities                                                        | Public Liability Insurance as per current policy<br>Employers Liability as per current policy                                                                                                                   |                                                                                                                                                   |
|                                                                    |                                                                                                                                                                                                                 |                                                                                                                                                   |
| Performance Failures                                               | Risk                                                                                                                                                                                                            | Control Measures                                                                                                                                  |
| Individual Failure by Councillors /Clerk                           | 1                                                                                                                                                                                                               | Meeting Minuted with Action points for Individuals                                                                                                |
| Failure to Budget /Precept Adequately                              | 2                                                                                                                                                                                                               | Financial Statements presented at each meeting-<br>RFO & PC to set Budget & Precept Annually                                                      |
| Failure to ensure proper use of grants                             | 2                                                                                                                                                                                                               | All use of grants minuted<br>Grants made to charities likewise resolved and minuted                                                               |
| Failure to respond to planning applications/consultation documents | 2                                                                                                                                                                                                               | Clerk contacts Chairman, or other Councillor if return<br>date of application is prior to next meeting<br>All applications logged on TPC website. |
| Failure to respond to public right of Inspection                   | 2                                                                                                                                                                                                               | Notices displaced as per legal requirement                                                                                                        |

| Compliance Failures                                     | Risk | Control Measures                                                                                                                                                             |
|---------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Failure to record financial transactions                | 1    | Monitoring by Annual Internal and External Audit                                                                                                                             |
| Failure to keep Minutes , Records, and document control | 1    | Back up of Minutes kept as well as Minute File and on TPC Website<br>Asset Register Maintained Annually<br>Record keeping requirements covered by FOI Act & Clerk's Contract |
| Breach of VAT Rules                                     | 1    | Monitoring by Internal & External Auditors<br>Records to be kept 6 Years                                                                                                     |
| Breach of members Interest Legislation                  | 2    | Monitoring by Clerk, Councillors and County Council                                                                                                                          |

**Risk Scale**                      **1= Low**                                      **2 = Medium**                                      **3 = High**

**This Risk Assessment covers all known Assets and Liabilities of Topcroft Parish Council and is reviewed, agreed and minuted annually.**

Risk Assessment Policy

Adopted: 8th May 2017

Reviewed: March 2026