**Paston Parish Council**

**Risk Management Policy**

**About the Council**

**Paston**  Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through Came & Company. The Insurance Policy is for a term of 1 year and is due for renewal 31/05/2022.

The contact details for the insurers are:

Came & Company

Blenheim House

1-2 Bridge Street,

Guildford GU1 4RY

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk’s Job Description and supported by ‘Governance and Accountability 2019’. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

**Main Actions in relation to risk management**

* The Asset Register is updated during the course of the year by the Clerk.
* Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
* Sites are inspected at least annually and records are retained.
* Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.
* The Council reviews the Insurance Policy prior to renewal.
* Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
* Documentation is kept safely and securely.
* The Council reviews its systems of Internal Control at least annually.

**The Risks identified for the Council:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risks**  | **Likelihood v Impact = Risk Rating** | **Mitigation** | **By what means** | **Action** |
| **Operational** |  |  |  |  |
| Staff (Clerk) | High* Accident at work
* Sickness
* Terminates employment
 | Employer’s Liability in placeLone Worker’s Policy Adequate Working BalanceAdequate Working Balance | Insurance PolicyBudgeted | Clerk and Council |
| Members of the public attending meetings | Low* Accident
* Incident
 | Public Liability InsuranceVisual Inspection – recordedStanding Orders in place | Insurance PolicyVillage Hall Chairman / Committee or Council | ClerkVH Chairman / Committee |
| SAM2Speed watch volunteers | Medium* Roadside accident
* Lifting heavy equipment
 | Risk Assessment and training for use of SAM2 providedPublic Liability InsuranceAsset Insurance | WestcotecCouncil £10 million Public LiabilityInsurance PolicyAsset Register maintained and Insurers advised | Clerk arranged Asset Register updated annually by Clerk |
| Contractors | Medium* Public accident
 | Public Liability InsuranceContractors own Public Liability | Insurance PolicyCouncil and Contractor (£10 million) | Clerk |
| **Risks**  | **Likelihood v Impact = Risk Rating** | **Mitigation** | **By what means** | **Action** |
| **Financial** |  |  |  |  |
| Cash flow and end of year balance | Medium | Budget preparedBudget Monitoring document provided to membersReserve funds allocatedFidelity Guarantee in placeInternal Controls in place | Clerk / RFOInsurance PolicyPolicies reviewed annually | Council to agree and review |
| Handling of cash | Medium | Two people designated to count and bank cash | Insurance cover for retention of cash | Council to agree and review |
| Audit challenges | Medium | Audit control policies in place and reviewed | Clerk / RFO | Council to agree and review |
| Data Protection | Medium | DPO appointedClerk and Councillors trainedFinance Committee has delegated power to manage the processData Protection Policy adopted | Clerk / RFOClerk / CouncillorsFinance CommitteeCouncil | Council to agree and review |

**Policy Document**

May 2021

Date to be reviewed: ……May 2022……………….

(1 year from date of agreement)