



**HESKETH with BECCONSALL**  
**PARISH COUNCIL**

13th October 2014

**General Risk Assessment Policy**

<b>Item</b>	<b>Risk</b>	<b>Level</b>	<b>Management</b>	<b>Action</b>
<b>FINANCE</b>				
Banking	Receipts not banked	L	Council Minute / Internal Accounts Inspection/Audit	Diary/Report/Banked within a week
Cash	Receipts not banked	L	Only accepted in exceptional circumstances	Banked within a week
Precept	Not Submitted / Received	L	Council Minute / Internal Accounts Inspection/Audit	Diary/Report
Concurrent Contribution	Not Submitted / Received	L	Council Minute / Internal Accounts Inspection/Audit	Diary/Report
Allotment Rentals	Not Submitted / Received	L	Council Minute / Internal Accounts Inspection/Audit	Diary/Report
Tenanted Areas Rent	Not Submitted / Received	L	Council Minute / Internal Accounts Inspection/Audit	Diary/Report
Reserves	Inadequacy / Overprovision	L	Annual Review at Budget Meeting (approx 40% precept)	Budget
VAT	Not Submitted / Received	L	Council Minute / Internal Accounts Inspection/Audit	Diary/Report
Financial Records	Adequacy and Accuracy	L	Internal Accounts Inspection / Internal Audit	Report
Fraud Clerk / Councillors	Inadequacy of cover	L	Insurance	Diary
Expenditure	No Legal Powers	L	Clerk Training	CiLCA
Borrowing	No Legal Powers and Authority	L	Clerk Training	CiLCA
Grant Making	Legitimacy of Body	L	Sight of Accounts/Bank Details/Officers/Annual Returns	Diary
<b>ASSETS</b>				
Play Areas	Injury from broken/damaged equipment	L	Quarterly engineering inspection by expert	Report
	Injury from rubbish etc	M	Fortnightly litter pick and bin emptying by contractor	Liaison
	Overall safety	L	Weekly visual inspection by Councillor	Reports
	Theft/damage to equipment	M	External Insurer / CCTV Monitoring & Recording	Diary
	Third Party liability	L	External Insurer	Diary
Shore Road Recreation Gnd	Injury from rubbish etc	M	Fortnightly litter pick and bin emptying by contractor	Liaison
	Overall safety	L	Weekly visual inspection by Councillor	Reports
	Third Party liability	L	External Insurer	Diary
	Malicious Damage/Vandalism	M	CCTV Monitoring and Recording	Respond to alerts
	Tree Safety	L	Annual Inspection by Arboriculturalist	Report
Shore Road Car Park	Injury from rubbish etc	M	Fortnightly litter pick and bin emptying by contractor	Liaison
	Overall safety	L	Weekly visual inspection by Councillor	Reports
	Third Party liability	L	External Insurer	Diary
<b>Item Risk Level Management Action</b>				
Centenary Sports Ground	Injury from rubbish etc	M	Fortnightly litter pick and bin emptying by contractor	Liaison
	Overall safety	L	Weekly visual inspection by Councillor	Reports
	Third Party liability	L	External Insurer	Diary



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Allotments	Safety of Site	L	Allotments Committee inspections	Reports
CCTV Installations	Damage / Theft of equipment	L	External Insurer	Diary
Speed Indicating Device	Damage / Theft of equipment	M	External Insurer	Diary
Bus Shelters	Vandalism / Vehicle impact	M	External Insurer	Diary
Wayside Seats	Vandalism	L	External Insurer	Diary
<b>HUMAN RESOURCES</b>				
Employees	Employer Liability	L	External Insurer	Diary
	HMRC Compliance	L	Internal Accounts Inspection/Audit	Report
<b>LEGAL LIABILITY</b>				
Councillors & Gen Public	Activities within Powers	L	Clerk's research	Report
	Safety at Meetings	L	Separate risk assessment of Premises by owner	Report
	Safety in the building	M	Gas & Electricity Test Reports	Report

***Document Ratified by Resolution 40/2015 12<sup>th</sup> October 2015***

***Document Ratified by Resolution 43/2016 14<sup>th</sup> November 2016***

***Document Ratified by Resolution 40/2017 13th November 2017***

***Document Ratified by Resolution 33/2019 14th October 2019***

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