



**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*  
*Document Ratified by Resolution 2023/06/07 12th June 2023*  
*Document Ratified by Resolution 2024/06/05 10th June 2024*