



HESKETH with BECCONSALL
PARISH COUNCIL

13th October 2014

General Risk Assessment Policy

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



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| Centenary Sports Ground Common Areas | Injury from rubbish etc Overall safety Third Party liability | M L L | Fortnightly litter pick and bin emptying by contractor Weekly visual inspection by Councillor External Insurer | Reports Diary |
| 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 |
| HUMAN RESOURCES | | | | |
| Employees | Employer Liability HMRC Compliance | L L | External Insurer Internal Accounts Inspection/Audit | Diary |
| LEGAL LIABILITY | | | | |
| Councillors & Gen Public | Activities within Powers Safety at Meetings Safety in the building | L L | Clerk's research Separate risk assessment of Premises by owner Gas & Electricity Test Reports | |

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Document Ratified by Resolution 40/2017 13th November 2017



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SHORE ROAD PLAY AREA
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