

## RISK ASSESSMENT – FIRSDOWN PARISH COUNCIL May 2025

| SERIAL No       | ITEM      | HAZARD  | THOSE IN DANGER      | SEVERITY<br>1 - 10 | LIKELIHOOD<br>1 - 10 | RISK RATE | MITIGATION & COMMENTS   |
|-----------------|-----------|---|----------------------|--------------------|----------------------|-----------|---|
| <b>FIRSDOWN</b> |           |   |                      |                    |                      |           |   |
| 1               | Financial | Misappropriation of Council Funds<br><br>Financial Loss | Firsdow<br>Taxpayers | 8                  | 2                    | 16        | Financial Procedures<br><br>Insurance against loss<br><br>Pay Invoices by BACS.<br>Payments to be authorised by two councillors, once created by the Clerk<br><br>Receipts for expenditure to be obtained<br><br>Two councillors to sign each invoice<br><br>Annual examination of procedures and practices by Internal Auditor |

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|-----------|--|--|---------------------------------------|-----------------|-------------------|-----------|--|
| 2         | Loss of Clerk's Services eg. Long Term Sickness or Resignation | Loss of legal and professional advice<br><br>Loss of financial management<br><br>Possibility of challenge to the Council | Firsdwn taxpayers and Parish Council  | 6               | 4                 | 24        | Secondment of a clerk from another council.<br><br>Cost of recruitment and training<br><br>Insurance cover to cover locum service                                  |
| 3         | Inadequate Budgeting   | Unable to fulfil the Council's responsibilities  | Firsdwn Taxpayers                     | 8               | 2                 | 16        | Realistic Precept<br><br>Adequate Reserves   |
| 4         | Council's files, records and correspondence                    | Loss or damage by fire or criminal acts  | Firsdwn Taxpayers and Parish Council  | 8               | 2                 | 16        | Significant records and documents to be copied and held by the Chairman (see Annex A)<br><br>Clerk's documents to be held in fire resistant cabinet. (see Annex A) |
| 5         | Council's laptop   | Loss of 'soft' copies of e-mails and other records   | Firsdwn tax payers and Parish Council | 6               | 2                 | 24        | Clerk to ensure that records are backed up monthly   |
| 6         | The Firs Road Play Area Equipment                              | Mechanical Failure   | Adults & Children                     | 8               | 4                 | 32        | Weekly visual inspection of Play Area by appropriately trained Councillor<br><br>Annual inspection by ROSPA  |

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|-----------|--|--|---|-----------------|-------------------|-----------|---|
|           |  |  |   |                 |                   |           | Parish Council Public Liability Insurance                     |
| 7         | Firs Road Play Area:<br><br>Gates & Fencing<br><br>Bench Seats | Vandalism<br><br>Cost of Repair                  | Adults & Children                       | 2               | 4                 | 8         | Parish Council Insurance                                      |
| 8         | Firs Road Play Area - Trees                                    | Falling Branches                                 | Adults & Children                       | 8               | 4                 | 32        | 6-monthly visual check of trees by Councillor                 |
| 9         | Firs Road Play area - Grass Cutting                            | Grass Cutting                                    | Adults & Children                       | 6               | 4                 | 24        | Grass cutting contract in place                               |
| 10        | Bus Shelters x 3   | Impact Damage<br>Vandalism<br><br>Cost of Repair | Members of the public using the shelter | 2               | 4                 | 8         | Parish Council Insurance<br><br>Quarterly check by Councillor |
| 11        | Notice Boards x 3  | Vandalism makes the Notice Boards unsafe         | Members of the Public                   | 2               | 4                 | 8         | Parish Council Insurance<br>Quarterly check by Councillor.    |
| 12        | Telephone Box/Defib  | Vandalism makes the defib unusable               | Members of the public                   | 6               | 1                 | 6         | Parish Council Insurance, monthly check by Councillor         |

### RISK ASSESSMENT SCORING MATRIX

| Likelihood           | Severity  |   |   |   |  |  |
|----------------------|---|---|---|---|--|--|
|                      | Catastrophic Effect on Council or Multiple Deaths<br>(10) | Severe Effect on Council or Single death<br>(8) | Major Effect on Council or Major Injury (Requires Hospitalisation)<br>(6) | Significant Effect on Council or Significant Injury (Requires Surgery Visit)<br>(4) | Minor Effect on Council or Minor Injury<br>(2) | Insignificant Effect or Minor Delay to Parish Business<br>No Injury<br>(1) |
| Certain<br>(10)      | 100   | 80  | 60  | 40  | 20   | 10   |
| Very Likely<br>(8)   | 80  | 64  | 48  | 32  | 16   | 8  |
| Likely<br>(6)        | 60  | 48  | 36  | 24  | 12   | 6  |
| May Happen<br>(4)    | 40  | 32  | 24  | 16  | 8  | 4  |
| Unlikely<br>(2)      | 20  | 16  | 12  | 8   | 4  | 3  |
| Very Unlikely<br>(1) | 10  | 8   | 6   | 4   | 2  | 1  |

Score Priority      Action

1 - 16 LOW      Action is required to reduce risk if feasible and economic

17 - 36      MEDIUM      Action required to reduce risk; interim measures may be required

37 - 100      HIGH      Urgent action required to reduce or eliminate risk

## ANNEX A

Duplicate Documents to be held by the Parish Council Chairman:

- Minutes of Council Meetings as far back as the previous year's meetings
- Copy of the current Parish Precept and supporting documents
- Budget Reports for the current year
- Risk Assessment
- Standing Orders
- Bank Signatories
- Details of the Bank Accounts

Documents to be held by the Clerk in a fire-resistant cabinet:

- Bank Account Statements
- Insurance Policies
- Any deeds or other legal documents appertaining to the Council
- Backed – up copies of data from the Clerk's computer

Checks by Parish Councillors:

Checks by Parish Councillors are to be reported to the Clerk either in writing or by e-mail

Last Reviewed: May 2025