

**EASTFIELD PARISH COUNCIL:
Risk Assessment (To be re-assessed annually)
Re-adopted by Full Council on 31 March 2014**

+Key risks identified	Potential consequences	Control
Communication (See listing in Assets folder for location)		
i) Public notice boards: damage/deterioration. Plastic windows cracking.	The need to repair/replace with accompanying cost to Council	Regular inspection; repairs/maintenance where necessary. Internal Audit assurance
Camera's (see listing in Asset folder for location)		
i) CCTV Camera: location on lamp posts. Damage and deterioration.	Need to replace and repair with accompanying cost to the Council.	Checked by NY Police on regular basis Visual check weekly. Repair and maintain when necessary. Internal audit assurance.
Office (See Assets Register for listing)		
i) Furniture & equipment: damage/theft. Control of entry to office.	The need to repair/replace with accompanying cost to Council	Insure against all risks. Security of window. Key limited to Clerk and spare copy held by building custodian. Limited access when Clerk not available. Annual review of insurance cover. CCTV camera covering corridor to the office. Internal Audit assurance.
ii) Data: damage/theft. Computer security.	The need to recreate/replace with accompanying cost to Council	Weekly backup by Clerk. Latest disc kept off site. Computer password controlled. Internal audit assurance
The Council's Finances		
i) Financial Prudence and Probity (excluding points covered in Fraudulent Activity and Money below)	Potential damage to Council reputation	Ensure adequacy of annual precept within sound budgetary arrangements. Quarterly budgetary monitoring statements. Regular scrutiny of financial records and proper arrangements for the approval of expenditure. Annual review of Financial Regulations. Regular returns to the Inland Revenue and of VAT. Annual Internal Audit. Supplementary Audit by Finance Committee. External Audit.
ii) Fraudulent activity	Financial loss	The two councillor signatories to each cheque to initial stubs. Council to ratify cheques issued between meetings and authorise payments at Ordinary meetings. Internal audit to be annual. Keep proper records in accordance with statutory requirements and follow Financial Regulations. Internal Audit assurance. Fidelity Guarantee.
iii) Money/Postage stamps	Losses excluded under fraudulent activity above	Cash (Petty Cash), postage stamps and cheques kept in lockable container in secure filing cabinet. Cheques and other non-negotiable money ideally banked on day of arrival and always within seven days of receipt. Keep proper records in accordance with statutory requirements and follow Financial Regulations. Internal Audit assurance. Insurance cover
Councillors and Employees		
i) Probity of councillors	Potential damage to Council and councillors' reputations	All declarations of interest to be made by the member at time of the meeting and recorded in the minutes.
ii) Negligence, accidental error or omission	Potential claim against Council	Insurance cover – Employer's liability (also applies to contractors and voluntary workers) and Officials Indemnity. Internal Audit assurance
iii) Libel and slander	Potential claim against Council	Insurance cover and Internal Audit

**EASTFIELD PARISH COUNCIL:
Risk Assessment (To be re-assessed annually)
Re-adopted by Full Council on 31 March 2014**

(Councillors and Clerk only)		assurance
iv) Personal accident	Potential claim against the Council	Internal Audit assurance.
v) Health and Safety	Potential claims against the Council	To meet as far as practicable H&S regulations. Internal audit assurance.
Outside Furniture		
Benches/Notice Boards	The need to repair/replace with accompanying cost to Council	Visual check weekly. Repair and maintain when necessary. Internal audit assurance.
Volunteer Snow Clearers		
Are they covered by EPC Insurance	Potential claim against the Parish Council if injured	Checked with Insurance Company and ascertained that they were covered.
Are they visible when clearing snow from roads	May be injured if not seen by vehicles.	High Viz jackets obtained and provided to volunteers.
Instructions on how to clear snow	May be injured if done incorrectly/may waste ice salt	Leaflets obtained from Direct Gov website about when and how to clear snow and provided to volunteers.
Do they have suitable equipment	May be unable to complete task	Ice shovels and wheelbarrow provided to volunteers.