



# NORFOLK PARISH TRAINING & SUPPORT

## Hanworth Parish Council Risk Management Policy

### **About the Council**

**Hanworth** Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through Came & Company. The Insurance Policy is for a term of 1 year, and is due for renewal 31/05/2023.

The contact details for the insurers are:

Zurich Town, Parish & Community Council Teram  
PO Box 726  
Chichester  
PO19 9PS

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability 2019'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

### **Main Actions in relation to risk management**

NORFOLK Parish Training & Support: [support@norfolkpts.org](mailto:support@norfolkpts.org): @NorfolkPTS: 01603857004

- ✓ The Asset Register is updated during the course of the year by the Clerk.
- ✓ Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
- ✓ Sites are inspected at least annually and records are retained.
- ✓ Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.
- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least annually.

**The Risks identified for the Council [Example below]:**

<b>Risks</b>	<b>Likelihood v Impact = Risk Rating</b>	<b>Mitigation</b>	<b>By what means</b>	<b>Action</b>
<b>Operational</b>				
Staff (Clerk)	High <ul style="list-style-type: none"> <li>• Accident at work</li> <li>• Sickness</li> <li>• Terminates employment</li> </ul>	Employer's Liability in place Lone Worker's Policy Adequate Working Balance Adequate Working Balance	Insurance Policy  Budgeted	Clerk and Council
Members of the public attending meetings	Low <ul style="list-style-type: none"> <li>• Accident</li> <li>• Incident</li> </ul>	Public Liability Insurance Visual Inspection – recorded Standing Orders in place	Insurance Policy Village Hall Chairman / Committee or Council	Clerk VH Chairman / Committee
SAM2	Medium			

Speed watch volunteers	<ul style="list-style-type: none"> <li>Roadside accident</li> <li>Lifting heavy equipment</li> </ul>	Risk Assessment and training for use of SAM2 provided Public Liability Insurance Asset Insurance	Westcotec Council £10 million Public Liability Insurance Policy Asset Register maintained and Insurers advised	Clerk arranged  Asset Register updated annually by Clerk
Contractors	Medium <ul style="list-style-type: none"> <li>Public accident</li> </ul>	Public Liability Insurance Contractors own Public Liability	Insurance Policy Council and Contractor (£10 million)	Clerk
<b>Risks</b>	<b>Likelihood v Impact = Risk Rating</b>	<b>Mitigation</b>	<b>By what means</b>	<b>Action</b>
<b>Financial</b>				
Cash flow and end of year balance	Medium	Budget prepared Budget Monitoring document provided to members Reserve funds allocated Fidelity Guarantee in place Internal Controls in place	Clerk / RFO  Insurance Policy Policies reviewed annually	Council to agree and review
Handling of cash	Medium	Two people designated to count and bank cash	Insurance cover for retention of cash	Council to agree and review
Audit challenges	Medium	Audit control policies in place and reviewed	Clerk / RFO	Council to agree and review
Data Protection	Medium	DPO appointed Clerk and Councillors trained	Clerk / RFO Clerk / Councillors Finance Committee	Council to agree and review

		Finance Committee has delegated power to manage the process Data Protection Policy adopted	Council	
--	--	-----------------------------------------------------------------------------------------------	---------	--

**[Policy Document]**

09/05/23

Date to be reviewed: .....May 2024.....  
(1 year from date of agreement)