

**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 Ansvar, Insurance.

The contact details for the insurers are:

Ansvar Insurance, Ansvar House, St Leonard`s Road, Eastbourne BN213UR

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**

* 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]:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risks**  | **Likelihood v** **Impact = Risk** **Rating**  | **Mitigation**  | **By what means**  | **Action**   |
| **Operational**  |   |   |   |  |
| Staff (Clerk)   | High * Accident at work
* Sickness
* Terminates employment
 |  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 * Accident
* Incident
 |  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  | * Roadside accident
* Lifting heavy equipment
 | 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 • Public accident  |  Public Liability Insurance Contractors own Public Liability  |  Insurance Policy Council and Contractor (£10 million)   |  Clerk  |
| **Risks**  | **Likelihood v** **Impact = Risk** **Rating**  | **Mitigation**   | **By what means**  | **Action**  |
| **Financial**  |   |  |   |  |
| 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]**

09/05/24

Date to be reviewed: ……May 2025………………….

(1 year from date of agreement)