**Risk Assessment for Shorwell Parish Council.**

| Date of latest revision: 06/05/2001 | | |
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| **Typical groups at risk**** Volunteers; members of the public, Staff | | |
| **Type of risk** | **Consequence.** | **Risk control measures** |
| **Parish council sued for accident** | Injury/ fatality. | Parish Councillors and their officers to be conscious of ensuring its property maintained in good order. Recreation ground equipment assessed independently. Regular tree assessments carried out on trees in ownership by a competent assessor. Parish council to make Isle of Wight Council aware of any defects to roads or other County Council property in the Parish. Adequate insurance to be maintained. |
| **Parish council sued for other negligence resulting in financial loss to public.** | Financial loss to public. | Parish Councillors and their clerk to be aware of their responsibilities and to maintain adequate insurance to cover any possible negligence claim. |
| **Theft of money** | Financial loss | Ensure all payments are signed for by two signatories ,approved at monthly meetings and minuted following the meeting. Ensure adequate financial controls put in place. Ensure any points raised at the independent internal audit are noted and followed up. |
| **Unauthorised expenditure** | Financial loss | Ensure any contract is approved by full council and signed by chairman. Ensure that any estimate or quotes over the sum of £100 are approved by the full council. |
| **Running a deficit** | Risk of running out of funds | Prepare regular annual budget for approval. Present management accounts, including in January of each year a projection of the full year result.. |
| **Failure to appoint a chairman** | Council unable to carry out its business. | Ensure there is a full number of councillors who are appropriately qualified. Ensure there is a succession and a vice chairman in place. |
| **Failure to have a quorum** | Unable to conduct its business | Plan well in advance for dates for council meetings. |
| **Failure to agree** | Unable to proceed with any plans | Ensure casting vote can be cast |
| **Public Access/ stiles/footpaths** | Injury to member of the public | Ensure paths are adequately maintained by landowner or County Council having volunteers to report any issues. |
| **Non compliance with governance or legislation in place.** | Council unable to operate | Ensure Councillors and clerk aware of responsibilities. Review annual compliance obligations. Encourage new councillors to go on a training course. |
| **Failure to obtain County Council funding** | Financial loss | Ensure procedure in place annually to apply. Ensure compliance with all obligations. |
| **Parish Council Assets** | Damage/loss | Ensure value of assets is protected by insurance. |
| **Accident by Volunteer/Contractor** | Injury/fatality/damage | Ensure volunteers are properly trained & supervised. Avoid using power tools such as chain saws unless qualified. Ensure contractors are competent & fully insured. |
| **Covid** | Risk of spread of disease | Carry out specific risk assessments. Constantly keep abreast of government rules and guidance. If perceived high risk close access to Parish Council property. Produce appropriate notices to ensure public take precautions. |

| Form reviewed by: | Approved by |
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| Position: | Position: |