

**GRASSMOOR, HASLAND & WINSICK PARISH COUNCIL  
RISK ASSESSMENT**

<b>Risk</b>	<b>Level</b>	<b>Potential Consequences</b>	<b>Avoid, Reduce or Control</b>	<b>Action to be considered</b>
Illness/accident/death/resignation of Clerk	H	Disruption in administration	Temporary Administration usually by Chairman/RFO Insurance cover provided.	
Illness/accident/death/resignation of Responsible Financial Officer	M	Disruption in financial administration	Temporary cover provided by Clerk	
Illness/accident/death/resignation of Streetcleaner/Park Attendant	M	Duties not covered	Insurance cover provided. Temporary employee taken on if practical/necessary	
Accident to Council Member whilst undertaking Parish Council duties	L	Absence from meetings	Insurance cover provided	
Accident involving multiple Council Members	H	Absence from meetings. Disruption in administration and decision making and financial arrangements ie cheque signing.	Insurance cover provided. Emergency cover provided by Clerk.	
Accident involving public at Parish Council organised meetings/events	H	Possible injuries	Insurance cover provided.	

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General Data Protection Regulations	H	Breach of Regulations	Privacy Policy in place.	Emailed documents password protected.
Damage to Community Centre	H	Not available for use by community	Insurance cover provided by the Parish Council. Contingency fund held as an earmarked reserve.	Management Committee /Parish Council monitoring of safety/equipment checks and policies.
Damage to Sports Pavilion	M	Not available for use by sports clubs. Possible injury to users	Regular inspection by Park Attendant. Insurance cover provided. Budgetary provision for repairs. Maintain assets register.	Plans agreed for redevelopment of Pavilion. Funding options being considered.
Damage to Bus Shelters	H	Injury to public. Inconvenience of shelter out of use.	Inspected regularly by Streetcleaner. Insurance cover in place. Maintain assets register.	

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Damage to neighbouring property from sports, particularly cricket in Barnes Park	L	Damage to property or injury to neighbours	Parish Council agreed series of short-term and longer-term measures following risk assessment undertaken by RoSPA	To be actioned and reviewed. District Council to be consulted about additional measures to prevent balls crossing the road such as new planting of shrubs. Fencing to be considered in redevelopment of Pavilion. Insurance company consulted, possible safety inspection. Cricket Club to be recommended to consult ECB for advice.
Repair/damage to playing fields/play equipment/skate park/MUGA – Barnes Park/Winsick Park	H	Injury to public. Inconvenience of equipment/playing fields out of use.	Inspected regularly by NEDDC and by Park Attendant. Insurance cover in place. Maintain assets register	

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Loss of cash through theft or dishonesty	M	Loss of funds to the Parish Council. Reputational damage.	Insurance cover in place. Financial checks and internal audit in place. No petty cash used.	
Banking Arrangements	M	Loss of funds to the Parish Council.	Insurance cover in place. Audit arrangements/checks agreed	
Not keeping proper financial records	L	Incorrect record and information provided to Parish Council. Incorrect decisions made in respect of expenditure. Reputational damage.	List of expenditure to every PC meeting. Internal and external Audit arrangements in place.	
Business activities are outside powers of Parish Council.	M	Unlawful activities carried out. Reputational damage.	Clerk to advise Parish Council of powers under which expenditure is approved.	
Meeting of VAT requirements	M	Incorrect accounts and potential loss of revenue	Regular VAT claims. Audit arrangements agreed.	
Adequacy of budgeting/precept	H	Potential underspend/overspend of Parish income	Budget monitoring statements.	
Improper use of Section 137 powers	L	Unlawful use of Parish Council funds	All grants listed in Minutes and Parish Council accounts.	

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Inaccurate/improper recording of Parish Council business in minutes	M	Inaccurate administration and record keeping	Minutes approved by Parish Council and signed by the Chairman.	
Register of members interests, gifts & hospitality incomplete, inaccurate and not up to date	L	Parish Council in line with Standards Board requirements.	Code adopted. Updated regularly. Standing item on agenda.	Regular review
Safekeeping of title deeds	M	Lost documents leading to failure to identify property.	Deposit in suitable secure storage.	Documents with DCC
Safekeeping of Minute Books	M	Official records lost.	Deposit in suitable secure storage.	Deposited at Derbyshire RO.
Safekeeping/security of back up computer files	H	Loss of Parish Council files/documents. Severe disruption to work of Clerk/RFO	Fire proof safes to be provided for storage of back up files	Fire proof storage provided at the Community Centre. Files copied to external hard drive.
Insurance cover	H	Potential liability if cover is insufficient or lapsed	Review annually	Meeting required with insurers to check existing cover.

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Accident/Injury on Allotments	L	Legal action claiming the PC negligent in keeping the site safe	Regular site meetings by PC Regular meetings with Allotment Committee re condition of the site	
Failure of CCTV system	L	Damage to Parish Council property. Loss of reputation	Maintenance agreement with CCTV providers. Cameras checked weekly by Clerk	
Failure of Parish Council Contracts	M	Loss of reputation Financial loss Disruption to Parish Council Services Potential claims against the Parish Council	Legal advice to be taken where appropriate Risk assessments, method statements and public liability insurance to be requirements of contracts	
Impact of Coronavirus (General)	H	Impact on Barnes Park Pavilion Project and funding – failure to complete the project  Impact on Grassmoor Community Centre  Impact on Barnes Park/Winsick	Liaison with funders and contractors and Employers Agent. Staff furloughed and building closed. Adhere to Government advice re reopening. Position re use of play equipment to be monitored and physical barriers to use to	

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		Failure to maintain the democratic processes of decision-making and maintaining public access to the process.	be introduced if necessary. Notices to be replaced if necessary. Virtual meetings to be arranged and live streamed using Zoom. Changes to be publicised via the website and Facebook.	Performance to be kept under review.
Park Attendant/Streetcleaner – Corona virus	L	Contact with the public	Majority of work outdoors where social distancing is achievable. Face masks supplied and advice offered to be worn at all times. “Busy” areas only to be entered where and at times social distancing possible.	
	L	Handling of rubbish/touching of hard surfaces	Gloves supplied and to be worn at all times.	
	L	Cleaning of Pavilion	Pavilion closed. If re-opens, only to be cleaned when not in use and protective equipment to be worn.	
	L	Mental Health	Regular work reviews to be conducted to check on well-being by RFO/Clerk	

May 2020