

Risk Assessment Strategy –Slingsby, South Holme and Fryton Parish Council.

Key risk facing the Parish Council	Potential consequences should risk occur	Measures taken
Assets: Cemetery assets other than public seats and litter bins		
i) damage to the walls.	The need to make good the deterioration with accompanying cost to the Council	Twice yearly inspection of gates to check for deterioration and action taken if necessary
ii) Deterioration of one set of two gates.	The need to make good the deterioration with accompanying cost to the Council	Twice yearly inspection of gates to check for deterioration and action taken if necessary
iii) Damage to the gates	The need to make good the deterioration with accompanying cost to the Council	Twice yearly inspection of gates to check for damage and repairs undertaken if necessary Claim against third party if possible
iv) Damage to the notice board.	The need to make good the deterioration with accompanying cost to the Council	Annual inspection of the equipment and repairs undertaken if necessary
Assets: Communication		
i) Damage to public notice board	The need to make good the damage with accompanying cost to the Council	Insurance against all risks Annual review of insurance cover Internal Audit assurance
ii) Deterioration of public notice board	The need to make good the deterioration with accompanying cost to the Council	Annual inspection of the notice board with repairs undertaken if necessary
iii) Damage to Maypole.	The need to repair or replace Maypole with accompanying cost to the Council	Insurance cover - theft and all other risks Potential claim against third party Annual review of insurance cover to ensure its adequacy. Internal Audit assurance
iv) Deterioration of Maypole.	The need to repair or replace Maypole with accompanying cost to the Council	Annual inspection of Maypole and repairs effected where necessary
ii) Deterioration of litter bins	The need to repair or replace the	Annual inspection of litter bins and repairs undertaken if necessary

	litter bin with accompanying cost to the Council	
iii) Damage to litter bins	The need to repair or replace the litter bin with accompanying cost to the Council	Insurance cover against all risks Potential claim against third party Annual review of insurance cover to ensure its adequacy. Internal Audit assurance.
Assets: "Other property" as per Insurance schedule		
i) Theft of any/all other property	The need to replace the other property with accompanying cost to the Council	Insurance of other property against theft . Internal Audit assurance.
Assets: Public seats		
i) Theft of public seat.	The need to replace the seat with accompanying cost to the Council	Seats are anchored to make it more difficult to remove them. Insurance of seat against theft. Internal Audit assurance.
ii) Deterioration of public seats	The need to repair or replace public seats with accompanying cost to the Council	Annual inspection of seats and repairs effected where necessary
iii) Damage to public seats	The need to repair or replace public seats with accompanying cost to the Council	Insurance cover - theft and all other risks Potential claim against third party Annual review of insurance cover to ensure its adequacy. Internal Audit assurance.
Assets: Street lighting (See listing in Assets folder for location)		
i) Potential damage to vehicles and harm to members of the public from cracked columns, loose bowls, rusty bracket connections etc	Potential claim against the Council	Annual inspection of columns and units by Street Lighting Maintenance contractor and repairs undertaken if necessary Public liability insurance Internal Audit assurance
ii) Third party damage to column or bracket	The need to replace or repair the column or bracket with accompanying cost to the Council	Action taken against the party or parties responsible to recover costs of replacement or repair
Safety in the Cemetery		
i) Member of the public injures himself through	Potential claim against the	Check paths every three months to ensure that members of the public can use it in

falling on the path	Council	safety. Insure Council against public liability
ii) Member of the public injures himself through unevenness of ground	Potential claim against the Town Council	Check ground every three months to identify depressions in grounds and level up as soon as possible. Insure Council against public liability
iii) Member of the public injures himself because of unstable grave furniture.	Potential claim against the Council	Inform purchasers of grave spaces of their obligation to ensure the stability of grave furniture and their liability in law. Insure Council against public liability
iv) Member of the public injures himself because of an obstacle concealed in the grass	Potential claim against the Council	Ensure sufficient and evenly spaced number of cuts through the growing season and instruct Contractor to remove any obstacles found in the cutting area. Insure Council against public liability
v) Accident to Grounds Maintenance Contractor		Ensure that contractors fully understand the health and safety regulations that govern their activities.
The Parish Council's Finances		
i) Financial Prudence and Probity (excluding points covered in Fraudulent Activity and Money below)	Potential damage to Council reputation	Ensuring the adequacy of annual precept within sound budgetary arrangements Regular budgetary monitoring statements Regular scrutiny of financial records and proper arrangements for the approval of expenditure Regular returns to the Inland Revenue and of Vat Internal Audit assurance
ii) Fraudulent activity	Financial loss	The two councillor signatories to each cheque to check invoices before signing cheques and initialing stubs Council to ratify cheques and authorize payments at Ordinary meetings. Councillors' Audit to check invoices against appropriate cheque stubs and the entries in current account statement and cash book for accuracy re payments Internal Auditor to check Vat entries on invoices against Vat to be claimed from Customs and Excise and amount received as recorded in the current account statement Keep proper records in accordance with statutory requirements and follow Financial Regulations Regular returns to the Inland Revenue Insurance cover Internal Audit assurance
iii) Money	Losses excluded under fraudulent activity above	No Petty Cash . Cheques and other non-negotiable money banked usually banked on day of arrival

		and never more within two days of receipt Keep proper records in accordance with statutory requirements and follow Financial Regulations Insurance cover Annual review of insurance cover to ensure its adequacy Internal Audit assurance
Councillors and Employees		
i) Probity of councillors	Potential damage to Council and councilors' reputations	Remind Councillors of the need to consider each agenda item and decide whether to declare an interest. Remind Councillors that they need to review their entry in the Statutory Register of Members' Financial and Other Interests and to provide the Monitoring Officer within 28 days of receiving any gift or hospitality over the value of £25.00 of the nature of that gift or hospitality.
ii) Negligence, accidental error or omission	Potential claim against the Council	Insurance cover – Employer's liability (also applies to contractors and voluntary workers) and Officials Indemnity Internal Audit assurance
iii) Libel and slander (Councillors and Clerk only)	Potential claim against the Council	Insurance cover and Internal Audit assurance
iv) Personal accident	Potential claim against the Council	Insurance cover (also for voluntary workers) Internal Audit assurance
		Internal Audit assurance