

Oakford Parish Council – Risk Assessment 2019/20

RISK	Probability H - M - L	Impact H - M - L	WHO/WHAT IS MOST AT RISK	WHAT IS ALREADY BEING DONE	ANY FURTHER ACTION NEEDED	BY WHO/WHEN
Play Field						
People may have accidents if play equipment malfunctions as a result of poor maintenance.	Low	Med	Children using the play equipment	Annual inspection by trained inspectors Monthly visual inspection by a Councillor.		RoSPA Cllr Lintern
People may fall and be injured due to slippery pathways or hurt themselves on protruding branches.	Low	Med	Visitors to the Play Field	Regular mowing and maintenance of the trees and bushes. Monthly visual inspection by a Councillor.		Chris Hill Cllr Lintern
People may fall and be injured due to slippery decking on the summer house.	Low	Med	Visitors to the Play Field	Annual cleaning of the decking to remove algae. Monthly visual inspection by a Councillor.		Cllr Lintern
People may fall and be injured due to a slippery surface on the access bridge.	Low	Med	Visitors on foot and those driving vehicles onto the field.	Regular checks by a Councillor.	Bridge surface to have new wire mesh applied to improve grip.	Cllr Lintern
People may be injured or get damaged clothing from poorly maintained benches, seats and tables.	Low	Med	Visitors to the Play Field	Annual cleaning and visual inspection by Council members.		Cllr Lintern

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Security						
Council documentation may be lost due to computer malfunction.	Low	Low	General business of the Council could be disrupted.	All current files are backed up and also exist on the Parish Website. Accounts and current documents also retained by the Clerk.		Website Administrator, Cllr Baylis Clerk
Regulations						
Councillors may contravene the Regulations due to poor understanding.	Med	High	Councillors could be reported to the Standards Board.	Standing Orders and Financial Regulations are in place and reviewed annually. All training courses are notified to Councillors and Clerk. Health check by DAPC carried out. Clerk aware of GDPR and has attended a training course. Website has been updated and now compliant with the transparency regulations.		
The Parish Website may not be compliant with the new Equality & Human Rights Act 2018 website rules by the September 2020 deadline.	Low	Med	The Parish could be reported to MDDC for not complying with the regulations.	Work is already underway to update the website content.	Further updating to be done and a compliance check to be carried out by the MDDC web support team.	By the Parish Website Administrator, Cllr Baylis, before the deadline.

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Finances						
The Council could incur a loss of Revenue due to expected income streams not being maintained.	Low	High	The Council may not be able to meet requirements of existing financial agreements or meet the expectations of the Parish.	The Parish Council budget is agreed in November and submitted to MDDC, who notify the Council when the precept is received. Expenditure that relies upon grants is not made until the funds have been received by the Clerk.		Parish Council and Clerk.
The Council's expenditure could exceed the funds available.	Low	High	The Council's end of year financial position may show a loss, impacting upon the following year's budget.	All invoices are shown on Council Meeting agendas and agreed in minutes. Current cash balances are available at every Council meeting The Cash book is available at every meeting Cheques are signed at meetings by two councillors. New expenditure that's not in the budget is discussed and approved at a Council Meeting.		Parish Council and Clerk.

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Personnel						
Members of the Parish Council may die or resign during the year.	Med	Low	Existing tasks/role assigned to the departing Councillor must be reassigned to ensure continuance of service.	Councillors to be aware of people interested in being a Councillor or Clerk. The Devon Association of Local Councillors (DALC) can provide support where knowledge of processes is temporarily lost.	If a new ordinary member of the Council is needed then the Council should co-opt someone at its next meeting. If a new Clerk is needed, contact the DALC who have details of all clerks operating in the area.	Chairman, when necessary. Chairman, when necessary.

Oakford Parish Council

Signed:

Dated:

Next review date: