

SUTTON-IN-CRAVEN PARISH COUNCIL ANNUAL RISK ASSESSMENT

Category of Risk	Risk Identified	H/M/L	Management of Risk	Frequency
Insurance	Under Insurance Insurance folding	L L	Review general insurance cover at renewal (April) Ensure Insurer is registered with the relevant Financial Authority	Annually
Councillors/Clerks/Staff Indemnity	Liability breach of conduct	L	Cover under insurance. Ensure continuation of cover	Annually
Standing Orders/ Financial Regulations	Standing Orders out of line with legislation/code of conduct	L	Current Standing Orders has been followed and adopted March 2010 reviewed Annually Financial Regulations adopted 2007, reviewed Annually Keep up to date with changes	Annually
Accounts	Incorrect/fraudulent bookkeeping	L	All transactions confirm to stated practice in Standing Orders/Financial Regulations; 2 signatories for cheques. Accounts approved at each months meeting. Notwithstanding the above, indemnity insurance cover is in force to protect the PC Accounts are signed off by External Auditor	Annually
Internal Audit	Internal audit procedures are not sound	L	Thorough Internal Audit provided by an Accountant	Annually
Bye Laws	Park Bye Laws	L	Renewed 2007 came into force June 2008	
Information/Records	Loss of Computerised Data Compliance with Data Protection Act Compliance with Freedom for Information Act Storage of important documents	L L L L	Back- up system in place General public do not have access to information and files. Clerk/Councillors adhere to data protection policies and procedures Council responds to requests accordingly Council needs to keep up to date with new legislation Filed at Council Office. Information also archived at North Yorkshire County Records	Weekly
Duties as an Employer	Contract of Employment and role	M	Contract of Employment , job descriptions enforce for all staff Taxation of earning and NI payments are all registered with IR and a PAYE system is in force.	Annually Monthly
Ownership of Parish Play Area	Liability of provision of safe play area. Poor standard of amenities. Risk to individuals Loss, Damage etc	M M M	Weekly maintenance inspection, monthly written report (Park Keeper) and annual external inspection. Report to Council (minuted) Review adequacy of Public Liability Insurance Annual external Inspection, update Insurance and Asset Register	Weekly/Annually Annually

Playing Field	Risk or damage to third party property or individuals	M	Review of adequacy of Public Liability Insurance Monthly maintenance Inspection (Park Keeper) report to Council (minuted)	Annually
Multi Use Games Area	Risk to individuals Poor/standard of asset/amenities	M	Review adequacy of Public Liability Insurance External Annual Inspection Monthly maintenance inspection (Park Keeper) report to council (minuted)	Annually Monthly
Ownership of Pavilion	Liability for upkeep and repairs Electrical Testing Fire Assessment Checks for Legionella	M L L L	Items budgeted for in precept Annual Inspection Annual Inspection and assessment Environmental Health Inspection Staff	Annually
Tractor and other equipment	Risk or damage to third party property or individuals Loss, Damage etc Tractor drivers/logs/restrict access	M M M	Review adequacy of Public Liability Insurance Review annual Insurance cover Driver read safety and operating notes for tractor	Annually
Public Conveniences	Liability for repair Electrical Testing Fire Assessment Legionnaires Check	M L L L	Items budgeted in precept Annual Inspection Annual Inspection and assessment Cleaned daily	Annually Daily
General Park Lumb Clough Hangingstone Quarry Lunds Tower Crag Nook Delph Pinfold Allotments	Risk or damage to third party property or individuals Poor standard of assets/ amenities Benches, banking, boating lake, bowling green, bridges, gardens, gates, litter bins, paths, picnic area, putting green, railings, shelters, signs & notices, steps, trees, wall, war memorial etc	M	Review adequacy of Public Liability cover Park – Weekly Maintenance Inspection, Monthly report Annual Inspection Land – yearly maintenance inspections	Annually Monthly Quarterly
Use of Amenity areas	Liability Risk for Parish Council Damage to green resulting in expense	L	Booking procedure requiring risk assessment and Insurance cover by event organisers Damage to be met by event organisers	
Snow	Annual light falls Occasional heavy falls – Parish Council Land Liability Risk to Parish Council	L H	On Government Advice the Parish Council will be clearing paths in the park of snow and gritting.	Annually

