

# LITTLE ABINGTON PARISH COUNCIL

## RISK MANAGEMENT POLICY

### 1. REPUTATION

The risk to the reputation of the Council is controlled by each Member following the Model Code of Conduct for Parish and Town Councils.

All Councillors will **have training in the Code of Conduct**, register their interests, and update these annually and take responsibility for declaring them as required under the Code of Conduct.

### 2. LEGISLATION

The Council will follow the requirements of Standing Orders in the conduct of Council business, to reduce the risk of acting outside the law.

Guidance on existing and newly introduced legislation will be obtained from the local association of local councils (CAPALC). Annual membership of CAPALC will be maintained to allow this to happen.

### 3. FINANCE

The Council has adopted Financial Regulations, which will be complied with in order to reduce the risks from financial losses, mismanagement or fraud.

Insurance has been arranged to cover the risks from the following:

- Public liability
- Employers' liability
- Loss of money
- Fidelity guarantee
- Property damage
- Personal accident
- Legal expenses

Changes in risk and assets will be reviewed regularly and the insurance cover updated as required.

### 4. HEALTH AND SAFETY

In order to protect employees, councillors, contractors, visitors and members of the public from accidents or ill-health, risk assessments will be carried out on those council assets which pose more than a trivial risk.

The Council will implement measures to reduce these risks to an acceptable level. New activities will be considered by the Clerk and if necessary risk assessed and added to the risk register.

Records of the assets of the Council, the measures required to reduce risk and inspection reports will be recorded in the Council's Asset Register.

### 5. REVIEW

This Risk Management Policy will be reviewed annually by the Council.

Reviewed May 2021.

Next Review 2022

Signed Parish Council Chairman

Date

## RISK ASSESSMENT FORM

<b>Organisation:</b>	<b>Name of Assessor/s:</b>	<b>Date of Assessment:</b>
----------------------	----------------------------	----------------------------

<b>Area, task or activity:</b>	<b>Location:</b>	<b>Date of Next Review</b>
--------------------------------	------------------	----------------------------

Significant Hazards	Who might be harmed and how?	Current control measures	Likelihood of harm or loss occurring with current controls in place? <sup>1</sup> (High, Medium or Low)	Further control measures (if required)	Residual Risk (High, Medium or Low)? Is this acceptable? <sup>2</sup>	Date controls are to be implemented and by whom <sup>3</sup>

<sup>1</sup> Risk should be reduced as low as reasonably practicable. NB. If risks remain significant even with existing control measures then further control measures MUST be identified and implemented.

<sup>2</sup> If a risk of significant loss or injury still exists when all “reasonably practicable” control measures have been implemented then the risk is NOT tolerable and the activity should be ceased. Further advice should be sought.

<sup>3</sup> Record who is responsible for implementing the additional controls and when this action is to be completed by.

# RISK ASSESSMENT FORM

2021