

Risk Assessment
January 2019

Risk No.	Area	Risk	Level	Controls	Review Date	Separate Documentation	
1	Assets	Protection of physical assets	M	Assets recorded on Fixed Asset Register. Location of deeds and leases recorded on Fixed Asset Register.	Registration with HM Land Registry complete November 2008.	January annually	Fixed Asset Register
					Ensure new purchases throughout the year are added to the Fixed Asset Register and insurance schedule.	Ongoing	
				Ensure all assets on the Fixed Asset Register appear on the insurance schedule	Review every January prior to insurance renewal.	January annually	Insurance Schedule
				Buildings insured.	Buildings insurance valuations should be done every five years. Valued December 2018.	2023	Valuation dates on Fixed Asset Register
1.1	Assets	Security of buildings, equipment etc	H	All buildings kept locked. Assistant Clerk maintains key safe and register.	Annual check of register made in January and outstanding keys requested.	January annually	Key Register
1.2	Assets	Maintenance of buildings etc	M	PAT Testing carried out three yearly, basic visual inspection annually.	Adversane Hall and BSRA (Jubilee Fields Sports Pavilion) responsible for own PAT testing. BCCC organise annual PAT testing	January annually	PAT Testing Certificates
				Weekly basic visual inspection of buildings for defects: public conveniences, Jubilee Fields Sports Pavilion, Adversane Hall, BCCC	Maintain written record of checks. BPC staff check public conveniences daily. BSRA check Jubilee Fields Sports Pavilion, Adversane Hall Trustees check Adversane Hall, Centre Manager to check BCCC quarterly		Risk Assessment records held by responsible authority.
				Detailed risk assessment of buildings (including bus shelters) annually for Health and Safety Risk Assessment in January. Copy of reports filed for future reference.	BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association Ensure do Adversane Hall. Ensure car parks are included in the annual inspection and risk assessment.	January annually	Risk Assessment records held by responsible authority.

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Future maintenance considered when setting the budget annually in October.	Look at capital reserves held for buildings: public conveniences, Jubilee Fields sports pavilion and Adversane Hall.	October annually	Reserves spreadsheet
The Assistant Clerk requests a copy of all contractors public liability insurance certificates annually.	Contractors liability certificates will be requested annually in January.	January annually	Contractors Liability Certificates file
Fire Risk Assessments	Ensure all buildings have an annual Fire Risk Assessment carried out. BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association Ensure do Adversane Hall. Clerk does BCCC.	January annually	Risk Assessment records held by responsible authority.
Fire Extinguisher Training and annual checks	Training on Fire extinguishers is carried out at least three yearly. Fire equipment checked at least annually. BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association do Adversane Hall. Centre Supervisor does BCCC		Risk Assessment records held by responsible authority.

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				Electrical Safety in Buildings	Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. BCCC has three yearly inspection.	BCCC due July 2018 Public Conveniences May 2019 Jubilee Fields Sports Pavillion February 2020 (All currently being arranged)	Electrical Safety Inspection File
				Gas Safety in Buildings	Ensure all buildings supplied with gas have an annual inspection by a CORGI registered engineer. Done Jan 2018 for BCCC	Annually	Gas Safety Inspection File - only BCCC on gas
				Defibrillators	Regular visual checks are undertaken by Community First Responders to make sure that the equipment is maintained in good working order, any instructions for use remain in place, and any damage is repaired promptly, or the equipment removed until fixed.	Monthly	
1.4	Assets	Property Held on Charitable Trust	H	BCCC is held on charitable trust and managed by the Parish Council.	The Council should request a copy of the BCCC (including car park) Risk Assessment annually, confirmation of the quarterly inspection records and a copy of the Fire Risk Assessment and Fire Safety Policy.	January annually	Billingshurst Centre Risk Assessment File

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1.5	Assets	Open Spaces	H	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by Litter Wardens. Defects reported immediately verbally to Parish Office and noted on weekly inspection sheet.			Open Spaces Inspection records
				Weekly detailed inspection of play areas by Litter Wardens. Inspector. Written reports supplied to the Office and record maintained.			Open Spaces Inspection records
				Annual inspection of play areas by ROSPA approved inspector as mandatory part of insurance cover. Records maintained.		June annually	Open Spaces Inspection records
				New play equipment.	Consider ROSPA post installation inspection and Risk Assessment.		
				Annual inspection of trees by arboriculturalist.			Tree Survey records
1.6	Assets	Churchyards	H	Weekly inspection of churchyard by Parochial Church Council Inspector.	Insurers confirmed that the Parish Council do not need to see a copy of the PCC inspection reports.		Churchyard Inspection Records
				Monthly basic visual inspection by the Litter Wardens as a consequence of the Council accepting liability for maintenance of the closed churchyard			Inspection recorded on check sheet
				Above includes push test.	If memorial moves, try to locate the owner, and organise an inspection by a specialist contractor.		Hand test recorded on check sheet

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				Minimum memorial safety repairs.	Endeavour to contact memorial owners before commencing repairs. Apply for a faculty from the Diocese. Ensure at least four weeks notice of repairs is given to members of the public and owners of memorials by advertising the inspection on posters, in the local press, Council website and newsletter.		Churchyard File
1.7	Assets	Christmas Lighting		Use an accredited installer to install the lights, commission them, make repairs and removal		Annually	
			L	PAT Testing	Obtain copy of test certificate	Annually	
1.8		Allotments		Work in accordance with the Management Agreement agreed between BPC and the Allotments Society	Annual review of the Allotments Risk Assessment	January annually	Allotments Records
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2	Finance	Petty Cash	H	All expenditure supported by a receipt. Petty cash book balanced regularly. Max amount reduced to £100 as recommended by Internal Auditor. Receipts put through main cashbook in order to assist VAT reclaim.			
2.2	Finance	Financial Controls	M	Bank Reconciliation done monthly against cashbook. Presented to members at monthly F&GP, where a Cllr initials original bank statements.			
2.3	Finance	Internal Audit	M	Internal Auditor is appointed annually.			
				Internal Auditor reviewed every three years in accordance with Financial Regulations.			
				Two internal audits conducted annually: October (interim) and April (year-end)			
				Independent Inspection of BCCC annually to support Council signing trust funds handled satisfactorily on external audit annual return.			
				Internal Auditor report circulated to all Councillors and advice considered by the full Council. Appropriate action taken as considered necessary by Committee.			
				Two Councillors appointed annually to review effectiveness of the Internal Audit.			

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				Internal Auditor reports sent to External Auditor with Annual Return.			
2.4	Finance	Budgetary Controls	M	Spreadsheet of invoices issued maintained and record of payments received.			
				Monthly analysis of budget income and expenditure against actual income and expenditure. Significant variances brought to the attention of F&GP quarterly.			
				Quarterly budget report on income and expenditure taken to F&GP and posted on Council website.			
				Mid year reconciliation of budget income and expenditure against actual made to assist the Budget Workshop with preparation of revenue budget for next year.			
2.5	Finance	Financial Records	M	List of all payments since last meeting, plus any receipts received, circulated in advance of F&GP and approved/noted accordingly and included in minutes.			
				Signing Cllrs initial cheque stub and corresponding invoice.			
				Where appropriate for large purchases, the power to make the expenditure is recorded in the minute approving the expenditure.			
				Details of s137 expenditure is maintained in the cashbook.			
				All DDs and SOs reported, reviewed and approved annually.			

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				All Business/Debit Card purchases reported alongside all other payments for approval. Supporting documentation initialed by 2 Cllrs.			
				Publish all expenditure on Council website in accordance with the Code of Practice on Data Transparency		Monthly	PC website
2.6	Finance	Salaries	M	Clerk calculates monthly salaries for submission to West Sussex County Council for payment to employees. Checked by Office Manager			
				Annual review of salaries conducted by Working Practices Committee			
2.7	Finance	Precept	M	Ensure precept claim is submitted to HDC by 31 January annually.		January annually	
2.8	Finance	VAT - Comply with Customs and Excise Regulations	M	Input and output VAT recorded with every transaction in cashbook.			
				Quarterly VAT return submitted electronically.			
				Advice sought from HMRC Helpline when unsure.			
2.9	Finance	Borrowing Approvals	L	No new borrowing likely at present.			
2.10	Finance	Charitable Funds	H	The Council is the Sole Managing Trustee of BCCC. The Council as charity trustee has agreed a Reserves Policy to cover the funds necessary to run the BCCC for six months.	Council to monitor Centre accounts quarterly to assess any likely deficit in income, and potential request to the Council for funds to support the BCCC.		
				Ensure charity accounts are subject to an independent examination	Council is required to approve the Statement of Accounts.		
				Ensure the Charity Commission annual return is submitted by 31 January annually.	Council submits annual return to Charity Commission.	January annually	

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2.11	Finance	Risk of consequential loss of income	M	Business interruption insurance cover to the sum of £250,000 for additional expenses which would provide for the cost of finding & renting new premises whilst the existing premises is rebuilt/repared, associated staffing costs and reconstitution of computer records.			Insurance schedule
				All deeds and original leases are held are kept in the firesafe at the Parish Office.			
2.12	Finance	Fidelity Guarantee	M	Level of Fidelity Guarantee cover £625,000 to cover both the Council's cashbook and the Centre.	Review Fidelity guarantee annually when insurance cover reviewed in January.	January annually	Insurance schedule
2.13	Finance	Procurement	L	Comply with the Public Contracts Regulations 2015	Update Financial Regulations and Standing Orders when NALC issue new model	Ongoing	Financial Regulations

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3	Liability	Risk to third party, property	M	Public Liability insurance cover up to £10 million in place.			Insurance schedule
3.1	Liability	Legal liability as consequence of asset ownership (especially closed churchyard, playgrounds and skateboard park)	H	Public Liability insurance cover up to £10 million in place.			Insurance schedule
3.2	Liability	Hirers Liability	M	Ask all hirers for a copy of their Public Liability Insurance, Risk Assessment and if appropriate, Event Safety Management Plan		January annually	Hirers Liability Certificates Records
			M	Check that BCCC is obtaining copy of hirers liability certificates	Annual check	January annually	Hirers Liability Certificates Records

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4	Employer Liability	Comply with Employment Law	M	NALC DIS, LGR and The Clerk source of updates.		Quarterly	
				Clerk attends SSALC Clerk's Networking Day and Legal and Finance Day + others.		Annually	
4.1	Employer Liability	Staff Handbook	L	Staff Handbook updated January 2016. Copy given to all employees.	Ensure all new employees are given a copy of the handbook on their appointment.		Staff Handbook
4.2	Employer Liability	Staff Appraisal	M	Hold annual appraisal with all employees individually. Find out if there are elements of their role that they have concerns about or difficulty in achieving.	Staff Appraisals due November.	Annually	
4.3	Employer Liability	Staff Training	M	Linked with the Staff Appraisal – find out if there are any areas where staff might benefit from training.			
				Consider Training Strategy for staff.	Statement of Intent reviewed January 2015.	Annually	Statement of Intent on Training
4.4	Employer Liability	Comply with Inland Revenue requirements	M	Ensure WSCC complete and submit a P35 Annual Return to HMRC before 19 May annually.		May annually	
				Ensure WSCC supply all employees with a P60 annually.		May annually	
				Check tax and national insurance calculations made by WSCC are correct.		May annually	
4.5	Employer Liability	Personal Accident	M	Personal accident insurance cover age 16 - 90 £50,000 capital benefit or £200 weekly.		TBC	
				The Council's insurers do not provide loss of income for personal accident for Councillors over the age of 85.	Review age of Councillors annually. Seek insurance cover for Councillors over the age of 85		

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				Ensure Litter Wardens wear appropriate PPE and high visibility clothing at all times.	Review Litter Warden PPE and high visibility clothing annually and replace any worn or defective clothing.	January annually	
				Maintain supply of safety gloves and equipment.	Review Litter Warden protective and high visibility clothing and equipment annually and replace any worn or defective clothing and equipment.	January annually	
				Appointed First Aiders.	Ensure appointed First Aiders training up to date. Ensure First Aid kits are kept up to date, used stocks replaced and out of date stocks replaced.	January annually	Training Records
				Safe usage of chemicals.	Ensure COSHH assessments are kept up to date for all chemicals used. Remember to request COSHH assessments for contractor's cleaning materials too.		COSHH Assessment records
4.6	Contractors Liability	Personal Accident	M	Ask for method statement of work and risk assessment			
				Ask for details of professional registration.			
				Request copy of public liability insurance			
				Request copy of Health and Safety Policy			

Note. Volunteers considered Employees for insurance purposes.

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5	Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Powers for large projects recorded in the minutes when project approved.			
5.1	Legal Liability	Proper and timely reporting via the Minutes	M	Council and most Committees meet bi/monthly. All meetings minuted. Draft minutes are distributed to all Councillors and then approved at next meeting. Chairman of Meeting signs minutes as a correct record.			
				Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand.			
				Draft Minutes made available to press and public via the web site, library and Parish Council noticeboard.	Annual review of Council noticeboards, website and library records	January annually	
5.2	Legal Liability	Transparency	L	Comply with the Local Government Transparency Code 2014	Publish the following data on the Council website: Expenditure over £500 on Council Staff structure chart Staff pay multiple Local Authority Land data Invitation to tender for contracts Details of contracts awarded Grants to community/voluntary sector organisations	Ongoing	Staff structure chart Staff pay multiple Local Authority Land Donations
5.3	Legal Liability	Transparency	L	Comply with the Local Government Bodies Regulations 2014	Adoption of Reporting at Meetings Policy	Ongoing	Reporting at Meetings Policy

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5.4	Legal Liability	Responsibility	H	Ensure all staff are aware of their responsibility for a particular service provided by the Council and clear management reporting.			
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6	Councillors Propriety	Code of Conduct	H	All Councillors are required to abide by the Members' Code of Conduct adopted on 3 September 2014.	Maintain copies of signed declarations of acceptance of office and agreement to abide by the Code of Conduct. Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded. All Councillors to declare the Billingshurst Centre on their Register of Members Interests form and complete a dispensation request form.		Declarations of Acceptance of Office File
6.1	Councillors Propriety	Register of Members' Interests	H	Councillors are reminded at the start of every meeting by an agenda item to declare any interests or changes to their Register of Members' Interests.	Maintain copies of registers and send a copy to Horsham District Council. Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded.		Register of Members Interests File
6.2	Councillors Propriety	Register of Members' Interests	H	Ensure all Councillors complete the Register of Members' Interests update form every May	Upload update forms to Council website.	May annually	Register of Members Interests File
6.3	Councillors Propriety	Registers of Interests and gifts and hospitality in place	H	Councillors are required to complete a Gifts and hospitality register on receipt of a gift or hospitality.			Gifts and Hospitality Register
				Staff also maintain a voluntary register of gifts or hospitality.		Ongoing	Gifts and Hospitality
6.4	Councillors	Members	L	The Members basic allowance is set	Maintain a record of payments of	May	Members

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	Propriety	Allowances		at 9.4% of HDC Members Basic Allowance, £440 per annum.	Members Allowances and travel and subsistence payments. Upload notice to Council website every year in April.	annually	Allowances File
6.5	Councillors Propriety	Member/Officer Protocol	H	The Council is bound by employment law. It is important that both members and staff remember the Council's protocol during meetings and at work in the Parish office.	Supply all new members and staff with a copy of the protocol. A copy of the NALC publication 'Being a Good Employer' included in the Members Manual.		Councillor/Staff Protocol

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6.6	Councillors Propriety	Dignity at Work Policy	H	Working for a Council can expose members, staff and the public to situations where allegations of bullying, harassment or anti-social behaviour can arise. The Council has adopted a policy to deal with such allegations.	Supply all new members and staff with a copy of the Dignity at Work policy.		Dignity at Work Policy
6.7	Councillors Propriety	Complaints	H	The Council has a policy for handling complaints made against the Council as a corporate body, individual Councillors and members of staff.			Code of Practice for Handling Complaints
6.8	Councillors Propriety	New Members	L	Provide all new members with the latest edition of the Members Manual	Provide updates for Members Manuals when any policies are updated, or new policies adopted by the Council.		
6.9	Councillors Propriety	All Members	M	Reporting of Meetings.	Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded.		Reporting of Council Meetings Policy
6.11	Councillors Propriety	Developers	L	Handling of pre-application enquiries.	Council has adopted a Developer Protocol.	Ongoing	Developer Protoco
6.12	Councillors and Staff propriety	Public Relations	M	Adopt Press and Social Media Policy	Reviewed January 2015		Press Policy Social Media Policy

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7	Form and Function	Procedures	M	Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders.	Reviewed September 2014.	January annually	Standing Orders
				Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations.	Reviewed January 2018.	January annually	Financial Regulations
				This Risk Assessment is reviewed annually in January by the F&GP Cttee, then presented to full Council for approval.		January annually	
				The insurance schedule is reviewed annually in January by the Clerk, then presented to the F&GP Cttee for approval.		January annually	Insurance Schedule
7.1	Form and Function	Legislation	M	The Council subscribes to NALC DIS and .gov.uk for the latest changes in legislation.			
7.2	Form and Function	Council Records	H	Ensure all original deeds and leases are kept in Parish Office fire safe.			
				Copy of computer server (and all documents) is saved in a Cloud system.			
				All documents on computer			
				Prune Parish Office filing annually. Move old files to archive boxes. Purge archive boxes annually. Lodge important documents and previous minutes in County Archive. All in accordance with NALC's recommended document retention policy and the GDPR.		January annually	

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				Data Protection Act 1998	Ensure the Council complies with the eight enforceable principles through good practice. Renew registration with the Information Commissioner annually. Ensure computer systems and documents containing sensitive information are password protected.	August annually	
				Freedom of Information Act 2000	Process requests for information under the requirements of the FOI Act 2000 with regard to the Data Protection Act 1998. Keep Publication Scheme under review.	Ongoing	
				GDPR	The Council has appointed an external DPO to assist with its GDPR compliance, including an annual review of its processes and procedures.		
7.3	Form and Function	Computer System	H	The Council's computer system includes a key method of communication between members of the public and the Council – email. Maintain IT support contract to ensure this method of communication.			
				Ensure regular anti-virus software updates to protect the Council's computer system from viruses, and to reduce the risk of the Council inadvertently transmitting a virus outside the Council.	New anti-virus software installed January 2017.	Annually dec/Jan	

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7.4	Form and Function	Staff	H	One of the biggest risks to the Council is staff turnover. Ensure that there are systems in place to record essential data including: property portfolio to record who owns what property, who is responsible for maintaining which property and financial records including contributions towards insurance costs, village hall utility bills, split IT and telephone bills, etc...			
7.5	Form and Function	Staff	H	Stress in the workplace	Be vigilant for signs of stress in the workplace.		