

**OKEHAMPTON HAMLETS PARISH COUNCIL  
RISK ASSESMENTS**

<b>NATURE OF RISK</b>	<b>PROBABILITY High/Low</b>	<b>IMPACT High/Low</b>	<b>RISK MANAGEMENT STRATEGY</b>
<p><b>MELDON WOODS</b></p> <ol style="list-style-type: none"> <li>1. Tree falling and causing injury to person/property</li> <li>2. Fire</li> <li>3. Injury to person falling into river</li> <li>4. Flooding of river caused by blockage or obstruction in river</li> <li>5. Paths becoming blocked eg fallen tree</li> <li>6. Paths becoming unsafe/unstable</li> <li>7. Road not being fit for purpose</li> <li>8. Shed – damage by fire or storm</li> </ol>	<p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p>	<p style="text-align: center;">H</p> <p style="text-align: center;">H</p> <p style="text-align: center;">H</p> <p style="text-align: center;">H</p> <p style="text-align: center;">L</p> <p style="text-align: center;">H</p> <p style="text-align: center;">L</p> <p style="text-align: center;">H</p>	<p>1 – 7. Regular checks of river, woods and paths Shed tenant and any contractor working in Woods to be asked to report to Clerk any issues Councillors to consider annually need for professional examination of Woods.</p> <p>8. Adequate insurance to be included in Council Insurance Policy. No flammable substances to be stored in shed.</p>
<p><b>OTHER PROPERTY</b></p> <ol style="list-style-type: none"> <li>1. Damage to noticeboards/bus shelter/ benches or picnic tables</li> <li>2. Safety of access to above items</li> <li>3. Damage/injury to person caused by above items eg falling</li> <li>4. Chairmans badge of office – loss or damage</li> <li>5. Laptop – loss or damage</li> </ol>	<p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p>	<p style="text-align: center;">L</p> <p style="text-align: center;">H</p> <p style="text-align: center;">H</p> <p style="text-align: center;">L</p> <p style="text-align: center;">H</p>	<ol style="list-style-type: none"> <li>1. Monthly check by Clerk and six monthly check by Clerk and nominated Councillor.</li> <li>2. as above</li> <li>3. as above</li> <li>4. Specified item covered by Council insurance and retained by chair in their residence in safe place</li> <li>5. Covered in All Risks section of Council Insurance and retained by Clerk in safe place</li> <li>6.</li> </ol>

NATURE OF RISK	PROBABILITY High/Low	IMPACT High/Low	RISK MANAGEMENT STRATEGY
<b>GENERAL ADMINISTRATION</b> 1. Computer virus outbreak 2. Computer loss of data 3. Unauthorised access to computer 4. Loss or damage to paperwork	H  L  L  L	H  H  L  H	1. Automated virus protection with automatic updates. Staff awareness 2. Monthly backup to external hard drive which is retained by Chair 3. Password protected which is known only by Clerk & Chair 4. Stored in metal filing cabinet
<b>FINANCE</b> 1. Budgetary controls fail 2. Internal fraud 3. Internal controls no longer deemed effective 4. Accounting systems fail and records are lost 5. Reserve levels inadequate 6. Assets and liability risks are not adequately covered by Insurance	L  L L  L  L	H  H H  H  H	1. Half yearly review at Council meeting of Ytd spend –v- budget 2. The Council’s Financial Regulations to be adhered to 3. As above  4. Regular back up routines and storage of back up data in different location 5. The Council’s Financial Regulations to be adhered to 6. Fixed Asset Register to be reviewed annually by full Council and Insurance Renewal to be reviewed annually by full Council

NATURE OF RISK	PROBABILITY High/Low	IMPACT High/Low	RISK MANAGEMENT STRATEGY
<b>Health &amp; Safety</b> <ol style="list-style-type: none"> <li>1. Meeting places – fire or accident</li> <li>2. Accident/injury or illness to staff whilst travelling on Council duty</li> </ol>	<p style="text-align: center;">L</p> <p style="text-align: center;">L</p>	<p style="text-align: center;">H</p> <p style="text-align: center;">H</p>	<ol style="list-style-type: none"> <li>1. Fire evacuation procedures and location of first aid boxes to be reminded to be pointed out to attendees at all meetings</li> <li>2. Clerks motor policy to include use on employers business.</li> </ol>
<b>COMPLIANCE</b> <ol style="list-style-type: none"> <li>1. Councillors fail to comply with Local Government regulations</li> <li>2. Councillors fail to comply with legislation around Equal Opportunities, Sex Discrimination, Race Relations, Disability Discrimination and Age Discrimination in general and employment terms but specifically in Grant Giving</li> <li>3. Undeclared/controlled conflict of interests occur</li> <li>4. OHPC fails to fulfil its basic functions</li> </ol>			<ol style="list-style-type: none"> <li>1. All members of the Council will undertake relevant training offered by relevant authorities.</li> <li>2. As above together with regular reminders at meetings.</li> <li>3. All meeting agenda's to include reminders to declare interests together with a verbal reminder at the start of each meeting. Register of interests to be reviewed and updated annually at the Annual Council Meeting.</li> <li>4. Continued awareness, education and development combined with a commitment to electing an effective and robust chair and co-option of suitable candidates when vacancies occur.</li> </ol>