

Risk Assessment for Kings Worthy Parish Council 2024

Table 2

Management of Risk	Risk Probability	Risk Impact	Cost	Mitigation/Action	Actioned
Risk Identification					
<i>Risk of non-compliance with:</i>					
Security of vulnerable buildings	L	H	L-H	A security code is used for front door access and Tubbs Hall. The office, meeting room have combination locks(combination changed monthly) and an external, lockable storage building. Security of the office, meeting room and external storage building is the responsibility of the person accessing the area. An 8 camera Closed Circuit Television system in in place which covers all ground level ingress points.	CLS/CTR/TH
Maintenance of buildings	L	H	L-H	Maintenance and repairs are carried out as soon as practicable	CLS/MT/CTR/TH
Maintenance of front door	L	H	L-H	Front door is fitted with automatic closer that is tied into safety sensors. Clear signage displayed notifying users that the door is automatic and sensors are fitted. Annual inspection carried out by external contractor.	CLS/CTR/TH/F
Maintenance of amenities	L	H	L-H	Maintenance and repairs are carried out as soon as practicable	CLS/CTR/TH
Maintenance of office equipment	L	H	L	Maintenance and repairs are carried out as soon as practicable	CLS/CTR/TH
Maintenance of fire safety equipment/devices	L	H	L-H	Separate risk assessments carried out for fire safety. Bi-annual checks carried out by external contractor (including servicing of the alarm and extinguishers)	CLS/F
Maintenance of playground equipment	L	H	L	Maintenance and repairs are carried out as soon as practicable to BS EN 1176-7; maintenance technician is trained by ROSPA for purpose. He checks weekly that playground equipment is in order. Annual inspection (and RA) carried out by RPII approved inspector. Individual risk assessment carried out and reviewed regularly.	CLS/MT
Maintenance of PC owned land	L	M	L	PC's contractors supervised to maintain land and maintenance technician checks weekly that land is in order	CLS/MT

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	L-M	L-H	M-H		
Maintenance of PC trees				Regular tree inspections to be carried out with re-inspections carried out as per professional recommendations.	R&A/CLS
Maintenance of Burial Ground	L	L	L	PC's contractors and maintenance technician attend on a weekly basis	CLS/MT
Agreements with principal authorities	L	H	H	Street-lighting PFI in place	PC/F/RFO
Deployment of Speed Indicator Device	L	M	M	Specific risk assessment in place as per HCC licencing requirements. Contractor is provided with a copy and required to erect signs as per RA.	P/CLS
Dog bin emptying and servicing	L	M	L	PC's appointed contractor empties/repairs/replaces the dog bins as per contract	CLS
Banking arrangements	L	H	L	Banking arrangements consistently monitored including dual authorisation of payments and additional checks to avoid duplications.	RFO/F
Borrowing arrangements	L	L	H	Requirement monitored through budget setting process	F/PC
Lending arrangements	-	-	-	None	N/a
Ad hoc provision of amenities/facilities	L	M	L	£10m cover of public liability in insurance policy	F/RFO

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Risk of hiring professional services:

Internal auditor	L	L	L	Need to keep a list of internal auditors; and ensure a full review of the appointment every year and a re-tendering every 5 years	RFO/F/PC
Solicitor	L	L	L	Change if not able to meet requirements	RFO/F
Architects/Designers	L	M	L	Monitoring of projects & costs during process	CLS/PC

Internal Controls	Complied	WORM	Control in place	Actioned
Standing Orders	Yes	PC	To be reviewed annually, taking into account advice from HALC	PC/CLS
Financial Regulations	Yes	F	Internal Auditor/External Auditor/RFO; to be reviewed annually	PC/F/RFO
Burial Ground Regulations	Yes	R&A	Clerk to report on any changes in legislation via The Secretary of State or known non-compliance issues to the R & A Committee; to be reviewed annually	CLS/R&A
PC Open Space Contract	Yes	PC	Tender Process as per Standing orders	CLS/R&A/F
Building contracts - Kings Worthy Community Centre & Lionel Tubbs Hall	Yes	PC	Solicitors	PC/TH
Gas - including boiler	Yes	F	Finance & Administration Committee	CLS
Electric	Yes	F	Finance & Administration Committee	CLS
Fire Prevention and Asbestos Policies	Yes	F	Finance & Administration Committee	CLS
Portable Appliance Testing (PAT)	Yes	RFO	Finance & Administration Committee	CLS
Waste Management	Yes	RFO	Finance & Administration Committee	CLS
Regular reporting of contractors and supplier performance/targets	Yes	F/R&A	Responsible committee with delegated powers	CLS
Annual review of contracts	Yes	PC	Responsible committee with delegated powers	RFO
Management responsibility for each service	Yes	PC	Responsible committee with delegated powers	CLS
Adherence to codes of practice for procurement of goods and services	Yes	RFO	Statutory Law	CLS
Adherence to codes of practice for investment	Yes	F	Finance & Administration committee and Internal Auditor	RFO
Arrangements to detect/deter fraud/corruption	Yes	F	Finance & Administration committee and Internal Auditor	RFO
Regular bank reconcilliaton, independently reviewed	Yes	F	Finance & Administration committee and Internal Auditor	RFO

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Internal Audit Assurance	Complied	WORM	Control in place	Actioned
Review internal controls and documentation	Yes	F	Internal Auditor	RFO
Review of minutes for legal powers/recorded/applied	Yes	PC	Adherence to advice from HALC	CLS
Arrangements to detect/deter fraud/corruption	Yes	PC	Internal Auditor	F
Testing & reporting of internal controls	Yes	PC	Internal Auditor	F
