

**HEYBRIDGE PARISH COUNCIL  
RISK ASSESSMENT AND MANAGEMENT**

**Risk Assessment – Bus Shelters**

(Colchester Road at Bentalls, Goldhanger Road near Coopers Avenue and Basin Road)

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/impact</b>	<b>Review Period</b>	<b>Action</b>
Absence of Highways Consent	Carry our periodic review	Low/high	Annually	
Adequate insurance cover	All risks reviewed and appropriate action taken to provide cover for any new risks that may arise during the year.	Low/high	Annually	
Cleaning and Maintenance of Bus Shelters	Define standards for annual cleaning. Carry out regular visual inspections to ensure standards are maintained.	Medium/low	Annually. Monthly visual inspections.	
Design and Position	Ensure design meets requirements and that shelters are properly sited	Low/low	Annually	
Vandalism	Regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	High/low	Monthly visual inspections. Reviewed annually.	

**Risk Assessment – Code of Conduct**

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/Impact</b>	<b>Review</b>	<b>Action</b>
Failure to maintain/update register of interests	Ensure all Members are aware of their statutory responsibilities	Low/high	monthly	

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**Risk Assessment – Computing including Website**

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/Impact</b>	<b>Review</b>	<b>Action</b>
Loss or damage arising from unauthorised use	Restrict access of computers by use of passwords. Computers to be stored in a secure location within the Office	Low/high	Annually	
Theft or misappropriation	Maintain security within the Office.	Low/high	Annually	
Crash of IT system	Ensure regular backup of data. Restrict access to authorised users. Maintain anti-virus software.	Medium/high	Backup weekly. Review annually.	
Failure of website/Internet providers	Ensure backup copy of data is maintained.	Low/Medium	Weekly	

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**Risk Assessment - Meetings of the Council including Parish Meetings**

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/impact</b>	<b>Review</b>	<b>Action</b>
Failure to meet statutory duty	Ensure that Members are notified of meeting by way of summons and agenda. Public notices are posted 3 clear days before the meeting. Ensure meeting is quorate and maintain attendance records. Minutes of all meetings are taken and kept. Arrange signing by Chairman.	Low/medium	Annually	
Access	Ensure access is available to all. Ensure that all conditions of the Disability and Discrimination Act as they affect service provision. Set aside specific area for Press and Public.	Low/medium	Annually	
Personal safety and injury	Ensure meeting room complies with Health and Safety Policy and proper risk assessment of the room. Ensure appropriate insurance cover.	Low/high	Annually	
Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of Council business in the minutes.	Low/High	Annually	
Failure to comply with new Regulations/Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Low/High	Annually	
Failure to respond to the Elector's wish to exercise rights	Follow procedures for dealing with enquiries. Increase awareness of accessibility and transparency of the Council to the public.	Low/high	Annually	

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**Risk Assessment - Council Property**

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/Impact</b>	<b>Review</b>	<b>Action</b>
Legal liability	Adequate public liability insurance	Low/high	annually	
Loss of assets	Maintain Asset Register. Maintain effective security.	Low/Medium	annually	
Children's Play Areas – Inadequate maintenance of records. Inadequate insurance cover. Personal Injury.	Proper records of all complaints and injuries are kept. Proper insurance cover. Ensure annual play inspections are carried out by qualified professional. Ensure visual inspections are completed each week. Maintain records of all inspections and maintenance.	Low/high	annually	
Seats- Fire. Injury or damage. Inadequate public seating.	Ensure regular visual inspections and keep appropriate records. Appropriate insurance cover is held. Arrangements in place for repair/maintenance/renewal as required.	Low/medium	Annually	
Vandalism, including flyposting	Define policy on fly posting. Maintain liaison with enforcement agency. Take action as appropriate against offenders.	Low/Medium	Annually	

**Risk Assessment - Data Protection**

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/impact</b>	<b>Review</b>	<b>Action</b>
Breach of confidentiality	Registration under the Data Protection Act with ICO. Formalise procedure for dealing with confidential data	Low/high	daily	

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**Risk Assessment – Planning**

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/impact</b>	<b>Review</b>	<b>Action</b>
Failure to meet consultation deadlines	Regular Planning Committee and full Council meetings are scheduled. If necessary, liaise with Maldon District Council for possible extension.	Low/medium	annually	
Maintenance of records	Maintain register of planning applications	Low/low	annually	

**Risk Assessment – Heybridge Herald**

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/Impact</b>	<b>Review</b>	<b>Action</b>
Failure to meet statutory obligation re non-political content	Content of Herald is carefully tested to ensure requirement is met.	Low/medium	Quarterly	
Failure to meet minimum requirement for Council Award Scheme status	Arrange review to ensure requirement is met.	Low/medium	Quarterly	
Defamation	Ensure all information is carefully tested. Arrange for professional examination of any sensitive material. Adequate insurance cover.	Low/medium	As required	
Failure to produce newsletter	Ensure all publication deadlines are met. Review periodically.	Low/medium	quarterly	

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**Risk Assessment – Amenity Street Lighting**

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/Impact</b>	<b>Review</b>	<b>Action</b>
Service level agreements – includes maintainance	All service level agreements are fully completed and operational. Monitor performance. Review periodically. Ensure arrangements in place for repair or replacement.	Low/medium	Annually	
Contracts with service providers	All contracts are signed and sealed. Monitor performance to ensure that contract conditions and obligations are met. Review periodically.	Low/medium	Annually	
Failure to provide light	Report any faults as soon as possible.	Low/medium	weekly	

**Risk Assessment – Financial Management**

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/impact</b>	<b>Review</b>	<b>Action</b>
Expenditure without proper legal authority	Record in minutes powers under which expenditure is approved.	Low/High	Annually	
Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance. Regular returns of all sums due.	Low/High	Monthly	
Failure to comply with Customs and Excise Regulations	VAT is properly administered.	Low/High	Monthly	
Failure to maintain record of Council assets	Ensure that all acquisitions and disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Low/Medium	Quarterly	
Failure to ensure proper use of funds under s137	All expenditure under s137 recorded separately in cashbook. Total expenditure not to exceed that statutory limitation. Donation forms to be completed. Approvals properly recorded in minutes. Ensure no alternative statutory authority is available.	Low/High	Quarterly	

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Risk to third party as a consequence of providing service.	Appropriate insurance cover.	Low/high	Annually	
Failure to set precept within sound budgeting arrangements.	Ensure precept is set as a result of a full report detailing requirements for all heads of income and expenditure. Review all charges made by the Council. Review reserves. Ensure effective budget monitoring is in place throughout the year.	Low/High	Monthly	
Loss of money through theft or misappropriation	Clerk/RFO responsible for cash. Receipts are issued for all income. Secure arrangements are in place for all monies held pending banking. Prompt recording and banking of all cash received. Monthly bank reconciliations. Clerk reports monthly to Council. Adequate fidelity guarantee insurance.	Low/High	Weekly	
Failure to keep proper financial records	Appointment of RFO. Standing orders and financial regulations in place. Implement independent internal auditor review. Regular financial reports given to Budget Committee.	Low/high	Monthly	
Failure to maintain effective payment schedule	All payments to be supported by invoice or voucher. Details to be checked and entered into cashbook. All payments to be approved by council and recorded in minutes. All cheques to be signed by 2 Councillors.	Low/High	Monthly	
Poor Financial Management	Maintain and review Standing Orders, Financial Regulations, and other policies. Maintain effective internal audit.	Low/High	Annually	

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**Risk Assessment – Staff**

<b>Hazard</b>	<b>Control</b>	<b>Likelihood/impact</b>	<b>Review</b>	<b>Action</b>
Failure to comply with Employment Law	Contracts of employment to all employees. Arrange annual appraisals. Awareness of new legislation. Arrange training to fulfil requirements.	Low/High	Annually	
Attacks on Staff	Adequate insurance cover. Aware of Lone Worker Policy. Ensure effective security system in place.	Low/High	Monthly	
Lack of training	Training policy in place. Annual appraisals to highlight any training requirements. Encourage networking of Clerk. Maintain training records	Low/High	Annually	
Inability to retain staff	Regular staff appraisals and staff meetings	Low/High	Monthly	
Inability to recruit	Recruitment policy in place.	Medium/High	Annually	
Lack of Employee motivation or efficiency	Each employee has job description. Regular staff appraisals. Training policy.	Low/Medium	Annually	
Loss of key staff	Ensure procedures for key functions are documented.	Low/High	Quarterly	