

Exelby, Leeming and Londonderry  
*Parish Council*



**Exelby, Leeming and Londonderry  
Parish Council  
(ENGLAND)**

**Risk Assessment  
2023-24**

Signed.....

Adopted Date: .....

Review Date: .....

## Risk Assessment 2023-24

Likelihood	Severity	Risk rating
1. Unlikely	1. Minor problem	
2. Likely	2. Average problem	
3. Very Likely	3. Major impact	

Item Ref	Risk	Solution	Likelihood	Severity	Risk Rating
1	Clerk makes unnecessary expenses claims	Clerk to produce receipts and record on petty cash/monthly salary sheet. Chairman to check and sign before authorising monthly salary. Two Cllrs to sign cheques. Clerk to produce full payment sheet to be authorised by full council at each meeting.	1	1	
2	Clerk authorises expenditure without consultation of the council	Clerk has delegated powers to act in consultation with the Chairman on matters too urgent to wait until the next meeting. However the financial regulations state no more than £500 can be spent in these circumstances. Zurich Insurance in place.	1	1	
3	Expenditure on defined expense exceeds budget - < 1K	Discuss with full council. Financial regulations state if expenditure on single item less than £2,000 only one quote is necessary. Consider budget	2	1	
4	Expenditure on defined expense exceeds budget - > 1K	Discuss with full council. Seek 3 quotes if above £2,000. Review budget.	1	2	
5	Contractor/supplier suspected of issuing excessive invoices - <1k	Discuss with full council. Proof required. Approach contractor/supplier.	1	1	
6	Clerk/Councillors obtain Council funds unlawfully	Ensure 'Standing Orders' are adhered to. Cheques authorised by full council and signed by two authorised by two signatories. Zurich Insurance in place. Financial position regularly updated.	1	2	

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7	Expenditure exceeds Income in financial year	Review budget and adjust precept accordingly. Minute the discussion and outcome	2	2	
8	Injury caused to Clerk whilst attending to Parish Notice Board	Ensure Employers Liability Insurance in force.	1	2	
9	Injury to Councillors whilst on Parish Council Duty	Ensure Public Liability Insurance in force.	1	1	
10	Parish Council Meeting venue unavailable	Permanent site used	1	1	
11	Problem eg. Power failure at Parish Council Meeting venue	Cancel meeting and rearrange as soon as possible	2	1	
12	Injury caused to member of the public due to play equipment	Ensure Public Liability Insurance cover is in force. Ensure play equipment is fully maintained. Annual ROSPA inspection assessed and acted upon. Appropriate insurance in place.	2	3	
13	Injury caused by glass in play areas	Regularly monitored, removed and reported by Contractor	3	2	
14	Injury caused to member of the public due to seating	Ensure Public Liability Insurance cover is in force. Monitor and maintain all benches.	1	3	
15	Damaged play equipment	Seek repair quote. (£100 excess on Insurance policy.) Loss or damage policy. Guarantee from some suppliers still in force. Regular maintenance	3	2	
16	Damaged seating	Seek repair quote. (£100 excess on Insurance policy.) Loss or damage policy. Guarantee from some suppliers still in force. Regular maintenance	2	2	

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17	Damaged gates/fences around play areas	Seek repair quote. (£100 excess on Insurance policy.) Loss or damage policy	2	2	
18	Risk not covered by insurance policy occurs	Review insurance provision regularly. Review all potential risks regularly and inform insurance company of any changes.	2	2	
19	Risk to children from contractors/councillors/public	Police checks cannot be carried out on anyone not 'employed/volunteering' for a company/organisation. Self-employed contractors cannot therefore be checked. Trust?	1	3	
20	Items stolen from work place	Laptop and Printer insured in work place and out.	1	2	
21	Accident in the work place	Insured. Telephone available for assistance.	1	2	
22	Bus Shelters	Regular checks and insure included in Insurance documentation. Include into General Maintenance Budget	1	2	
23	Canadian Memorial	Regular checks and insure included in Insurance documentation. Include into General Maintenance Budget	1	2	
24	Stile	Regular checks and insure included in Insurance documentation. Include into General Maintenance Budget	1	2	