

Quatt Malvern Parish Council – Risk Assessment Plan

QUATT MALVERN PARISH COUNCIL – RISK ASSESSMENT PLAN

RISK	High, Med., Low of risk	H,M,L of impact	Who / what is at risk	What is already being done	What further action required	Action by who
OPERATIONAL						
Clerk away / ill	Med.	Med.	Meeting abandoned	Investigate availability of Alveley Clerk or clerk from another PC	Consider alternative date	Clerk / Chairman.
Unexpected death of clerk	Low	Low	Meeting cancelled	As above	Rearrange meeting	Clerk / Chairman
Not Quorate	Med.	Med.	Meeting abandoned	Members to notify absence	Try to contact absent members or meet on next available date	Clerk
Room unavailable	Med.	Med.	Possible use of Church or other premises	Nothing	To seek Churchwarden or other landlord permission	Clerk
Chairman away	Low	Low	Meeting might have to be abandoned	Vice-Chairman or another member of Council takes chair	None	Clerk
Computer H/ ware	Low	High	Theft / fatal damage	Insured £2500 / Disc security	Marked with Smartwater	Clerk
Computer records	Low	High	Loss of Data	Insured cover £500 for rewrite	Copies in Fireproof safe	Clerk / R.F.O.
Clerical records	Low	Low	Duplication only	Fireproof Safe	None	Clerk / R.F.O.
Street Furniture	Med.	Med.	Notice Boards, Commemorative Stone & Seat	Insurance cover	Insured against damage	Clerk / R.F.O.
Accident involving above	Low	Low	Public claim against Council for injury.	Public Liability Insurance held Cover £10,000,000	Check all property on regular basis for damage.	Clerk / R.F.O.
Personal Accident	Low	Low	Clerk and Members	Cover £500,000	Continue to be Insured	Clerk / R.F.O.
FINANCIAL						
Loss of records	Low	High	All Councils records	Regular Disc copies / Insured	None – Fireproof safe	R.F.O.
Documents	Low	Low	Requirement to keep	Paper copies - Fireproof Safe	None	R.F.O.
Bank information	Low	Low	Replaceable	N/A	N/A	R.F.O.
Court Judgement	Low	Med.	Council taken to Court	Insured against Libel & Slander	Continued care (see S/O)	Council
Clerk Dishonesty	Low	High	Council funds at risk	Insurance in place	Internal Audit procedures	Council
Cllrs. Dishonesty	Low	Low	Council funds	Regular Audit procedures	Scrutiny at meetings	Clerk / Council

Quatt Malvern Parish Council – Risk Assessment Plan

Data Protection Breach	Low	Med	Council prosecuted and fined	Council have adopted policies and protocols. Clerk has been trained.	Constant care to be exercised by Clerk and councillors	Clerk/Council

Assessment carried out 30/03/2017 by Clerk and Council. To be reviewed continually, annual review by Council 25.11.2021