

Kettleburgh Parish Council

Risk Assessment 2015

	Risk Factor	Likelihood	Impact	Risk
1	Village sign, loss or damage	Low	Low	Low
2	Notice board, loss or damage	Low	Low	Low
3	The Pound, damage	Low	Low	Low
4	Kettleburgh Green, damage	Low	Low	Low
5	Risks to the public and legal liabilities from physical council assets	Low	Low	Low
6	Loss of council funds through financial irregularity or Clerk's mismanagement	Low	Medium	Medium
7	Loss of council documentation	Low	Medium	Medium
8	Loss of website, used to fulfil legal publication responsibilities	Low	Medium	Medium
9	Injury to Clerk or Councillors on Council business	Low	Low	Low

Risk calculation grid - Likelihood/Impact

	Low	Medium	High
Low	Low	Medium	High
Medium	Medium	High	High
High	High	High	High

Risk Factors	Internal Controls and Insurance	Action required if Internal Control not considered adequate
1	Annual check of condition Insurance - to £4,000, valued 2010	
2	Regular observation of condition during use Insurance - to £1,600, replacement value	
3	Regular maintenance delegated to neighbouring landowner Insurance - to £1,000	
4	Responsibility of lease holders, KGT	
5	Insurance, public liability - to £6,000,000	
6	Regular financial statements to Council Payments and payment schedule approved by Council Cheques require two signatories and stubs are initialled by both Bank statements regularly compared with approved payment schedule by Councillors Internal and External audit Insurance, fidelity guarantee - to £10,000	
7	Emails kept in Cloud as well as on Clerk's PC Files regularly backed up to USB flash drive kept off site Paperwork filed in steel fire resistant cabinets Archives loaned to Suffolk Records Office	
8	Website hosted externally Hosting group perform nightly backups	
9	Personnel warned to take all reasonable precautions Insurance, employers' liability - to £10,000,000	

Assessed by Martin Sims, Clerk to Kettleburgh Parish Council, July 2015