



Risk Management Statement

- 1 Tollerton Parish Council's Risk Management Policy is to identify the risks within the council's areas of responsibility and to record the main controls and any improvements deemed necessary.
- 2 It is a Policy that requires periodic review.
- 3 Core Risk controls are:
 - a. Commercial Insurance Policy that covers both physical assets and financial risks and is reviewed and renewed annually
 - b. Standing Orders and documented office procedures are reviewed periodically
 - c. Training for staff and councillors
 - d. Qualified staff in key areas
 - e. Membership of all relevant professional/specialist organisations
 - f. Specialist advice and assistance obtained when appropriate
 - g. Compliance with all statutory legal requirements
 - h. Councillor Internal Audit control – the purpose is to assess compliance with Standing Orders and office procedures
 - i. All Improvements identified through the policy or by the Internal Audit control are actioned within an appropriate time frame.
- 4 In the tables below Key Risk areas are listed with their identified risks, the Level of Risk on a scale of 1 – 5 where 1 is low and 5 is high together with relevant controls and agreed Risk Improvements

NOTE

Periodic and regular are time frames specific to each risk and assessed by the Council to ensure that the risks are being adequately monitored and controlled.

NEXT REVIEW: September 2018

Risk Management Statement

Area	Risk	Level	Control and agreed improvements
1. Physical Assets – Land and buildings			
Buildings			
40/42 Burnside Grove; Portacabin at The Open Space			
Structural damage	Accidental or malicious damage Fire/flood General deterioration	1	Regular maintenance by suitably qualified persons Long Term Plan for refurbishments
Land			
The Open Space, Lothian Road			
Danger to users	Accidents due to physical dangers	1	Regular maintenance by suitably qualified persons
Play equipment			
The Open Space, Lothian Road			
Danger to users	Accidents due to physical dangers	1	Regular weekly safety inspections by a suitably qualified person Closure of facilities should health and safety standards require this
2. Physical Assets – Grounds machinery and other assets			
Out of service	Stolen or broken	1	Good security Regular maintenance by a suitably qualified person
3. Physical Assets – Office Equipment			
Out of service	Stolen or broken	1	Good security Regular maintenance by a suitably qualified person
Office Data	Corrupted or lost	1	Regular backup of IT data
4. Injury to Public			
Events	Injury while attending	1	Risk analysis completed and procedures followed
Use of assets	Injury while using	1	Risk analysis completed and procedures followed
5. Finance – Internal and External Audit			
Fraud/theft	Internal and external risk	1	Office procedures designed to ensure risks minimised
Loss of income	Internal and external risk	1	Office procedures designed to ensure risks minimised



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Area	Risk	Level	Control and agreed improvements
6. Compliance with Statutory and Legal requirements			
Documentation	Inadequate records maintained	1	Competent staff Expert advice taken
Procedural requirements	Failing to comply with Legislation or Council Regulations	1	Competent staff Expert advice taken
7. Councillor Propriety			
Councillor protocol	Failing to comply with Legal Requirements or Standing Orders	1	Councillor Training