

Avebury Parish Council: Assessment of key risks to the Parish Council: September 2020

Key risks facing APC are shown below (on the left hand-side). Risks after mitigation actions have been taken are shown on the right. The 'Risk' columns are calculated by multiplying the likelihood of something happening by the impact it would have if it occurred. Likelihoods range from very unlikely (1) to very likely (5), and impacts range from little impact (1) to severe impact (5). N.B. insurance excesses apply.

Type of risk	Likelihood	Impact	Risk	Mitigation actions	Likelihood	Impact	Risk
Financial loss due to fire, flood, impact etc: office contents, bus shelter, play area equipment and fencing, public benches, notice-boards, planters and red telephone kiosk etc.	2	3	6	Insurance cover of £25,409 in place.	2	1	2
Financial losses due to claims following an injury in Trusloe play area.	3	5	15	Mandatory RoSPA inspection carried out annually. Some works previously done and others planned. Regular checks of Play Area carried out by a designated member of the Parish Council. APC has £10m public liability insurance cover.	2	4	8
Loss of money due to misappropriation, fraud etc.	2	4	8	APC operates financial controls, bank reconciliations, bookkeeping procedures, authorisations of payments and internal and external audit. APC has £25k insurance against employee dishonesty.	1	3	3
Loss due to claims by employees.	1	5	5	APC has £10m insurance cover for employer's liability.	1	1	1
Loss due to libel and slander claims.	1	5	5	APC has £250k insurance cover against libel and slander claims.	1	1	1
Personal accident: Clerk and Members.	1	5	5	APC has personal accident insurance in place limited to £500k any one person and £2m any one incident.	1	2	2
Disruption due to IT failure.	3	4	12	Regular back-up procedures. Chairman has a copy of PC documents on USB stick i.e. off site. Anti-virus and firewall software installed on Clerk's laptop + £500 business interruption insurance cover.	2	2	4
Loss due to failure to report data breach to ICO, maintain written records for processing activities or failure to observe the principles for processing including conditions for consent or data subjects' rights.	1	5	5	APC keeps internal records of processing activities and has GDPR privacy notices in place.	1	2	2

29 September 2020

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Financial loss due to COVID-19.	3	5	15	APC is following the latest government guidance and National Association of Local Council's (NALC) advice. Council meetings are currently being conducted on-line and should APC decide to conduct a public meeting face to face, it will follow strict guidelines, carry out the mandatory risk assessments, and evidence that. APC has £10m public liability insurance cover.	1	3	3
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