

KIBWORTH JOINT BURIAL COMMITTEE – RISK ASSESSMENT 2016

| Area | Risk | Likelihood (Initial) | Severity (Initial) | Initial Risk Rating (in absence of control measures) | Measures to control or reduce risk | Likelihood (Revised) | Severity (Revised) | Revised Risk Rating (following implementation of control measures) |
|-----------------------|---|----------------------|--------------------|--|--|----------------------|--------------------|--|
| ASSETS | Protection of physical assets | 3 | 4 | 12 | Insurance renewed annually to cover loss, destruction or damage to Lychgate Building and benches. Annual review of risk and adequacy of cover. Fire appliance situated in Lychgate building inspected annually. Register of assets produced yearly. | 3 | 2 | 6 |
| FINANCE | Banking | 3 | 4 | 12 | Bank mandate kept up to date. Cheques require 3 signatories. | 1 | 4 | 4 |
| | Cash Held | 3 | 3 | 9 | Cash held in locked container. | 2 | 3 | 6 |
| | Financial Controls Records | 3 | 4 | 12 | Invoices are checked for accuracy by Clerk and signed off by Chair. Cheque stubs are initialed by signatories. Internal and external audit conducted annually. Financial records kept in accordance with statutory requirements. Expenditure is made within the powers of a Parish Council and all payments are approved. Bank reconciliation produced quarterly for Committee approval. | 1 | 4 | 4 |
| | Budgeting to underlie annual precept | 3 | 3 | 9 | No expenditure may be incurred that will cause the budget to exceed the approved total. Budget reconciliation produced quarterly for Committee approval. | 1 | 3 | 3 |
| | Comply with Customs and Excise regulations | 2 | 2 | 4 | Each VAT item is entered separately on to Payments spreadsheet. Claims for VAT are made at least annually. | 1 | 2 | 2 |
| LIABILITIES | Legal liability as a consequence of asset ownership | 4 | 4 | 16 | Public Liability Insurance renewed annually. Condition of assets checked regularly. | 3 | 2 | 6 |
| | Use of home as office | 2 | 2 | 4 | Insurance cover provided for public entering the house/office in relation to committee business. Once inside the property the Committee can be proved to be negligent (no cover provision prior to entering the property). | 1 | 2 | 2 |
| EMPLOYER LIABILITY | Comply with Employment law | 3 | 3 | 9 | Membership of LRALC and SLCC through both Parish Councils. Contracts of employment for staff review annually by Committee. Systems of updating records for any changes in relevant legislation. | 2 | 3 | 6 |
| | Comply with Revenue requirements | 3 | 4 | 12 | Online PAYE records and payments to HMRC maintained up-to-date | 2 | 3 | 6 |
| LEGAL LIABILITY | Proper accurate and timely reporting of Council business in the minutes | 3 | 3 | 9 | Agenda and minutes of previous meeting issued 3 clear days prior to meeting. Minutes of previous meeting are approved at commencement of business. A copy of the approved minutes is placed in library and on both parishes' web pages. | 2 | 3 | 6 |
| | Proper document control | 3 | 3 | 9 | Entries in Register of Public graves, Register of burials, Grants of Exclusive Rights of Burial and Minute Book, all properly numbered and paginated. Issuing of numbered receipts and plans. The Records Office retains the Cemetery's old ledgers, registers, account books and minute books | 2 | 3 | 6 |
| | Grounds maintenance | 3 | 4 | 12 | Legal liabilities which may arise are covered by Committees Insurance policy. The Grounds Maintenance Contractor has adequate Public Liability Insurance and Health and Safety in place. All contractor's employees have necessary qualifications. | 3 | 2 | 6 |
| COUNCILLORS PROPRIETY | Register of Interests | 3 | 4 | 12 | Declarations of Interest recorded at the beginning of each meeting. Register of declarations kept. | 1 | 4 | 4 |
| COMPLAINTS PROCEDURE | System of dealing with complaints | 2 | 4 | 8 | Code of Practice adopted by Council. Procedures in place to deal with complaints. | 2 | 2 | 4 |
| MEMORIALS | Identification of at risk memorials | 3 | 3 | 9 | Ongoing visual checks by maintenance contractors and Clerk. Hand tests carried out where necessary. Detailed inspection by memorial mason where initial inspection identifies significant risk. Memorial either made safe or moved in accordance with cemetery regulations. | 2 | 3 | 6 |

Signed: Chair

Dated:

Risk Rating = Likelihood x Severity

| | | | | | | |
|-----------------|------------------|-------------------|------------|----------------|--------------|--------------|
| Severity | Catastrophic (5) | 5 | 10 | 15 | 20 | 25 |
| | Significant (4) | 4 | 8 | 12 | 16 | 20 |
| | Moderate (3) | 3 | 6 | 9 | 12 | 15 |
| | Low (2) | 2 | 4 | 6 | 8 | 10 |
| | Negligible (1) | 1 | 2 | 3 | 4 | 5 |
| | | Improbable (1) | Remote (2) | Occasional (3) | Probable (4) | Frequent (5) |
| | | Likelihood | | | | |

Risk vs Action Levels

| | | |
|--------------|--|---------------|
| Catastrophic | | STOP |
| Unacceptable | | URGENT ACTION |
| Undesirable | | ACTION |
| Acceptable | | MONITOR |
| Desirable | | NO ACTION |