

## Ashton Hayes & Horton cum Peel Risk Assessment Action Plan – February 2020

RISK	ACTION	RESOLUTION DATE
PC acts outside of its authority; due to clerk lack of knowledge	<ul style="list-style-type: none"> <li>Clerk to attend an initial 1.5 day course</li> <li>Clerk be trained by CHALC as to duties and requirements. This is followed by a much more extensive 1 year course</li> <li>New PC members to attend CHALC induction course</li> </ul>	<p>Done</p> <p>Done</p> <p>Done</p>
Financial risk; controls to be fully complied with	<ul style="list-style-type: none"> <li>Review and agree Risk Assessment and action plan</li> <li>Review financial procedures and tailor to PC needs</li> <li>Clerk to confirm compliance</li> <li>Review AHSRA contract</li> </ul>	<p>Done</p> <p>Done</p> <p>Done</p> <p>April 2020</p>
Health & Safety	<ul style="list-style-type: none"> <li>PC agree a H&amp;S policy &amp; responsibilities</li> <li>Provide appropriate training e.g CHALC</li> <li>Ensure risk assessments provided for all PC activities</li> </ul>	<p>Done</p> <p>Done</p> <p>April 2020</p>
Assets; ensure necessary protective actions taken	<ul style="list-style-type: none"> <li>Fit insurance compliance locks to the Parish Rooms</li> <li>Agree heating system insurance compliance</li> <li>Review adequacy of insurance cover</li> </ul>	<p>Done</p> <p>Done</p> <p>Done</p>
Information fully managed	<ul style="list-style-type: none"> <li>Purchase dedicated laptop for AH use along with antivirus protection</li> <li>Confirm information backup</li> <li>Transfer and secure information to new dedicated PC</li> <li>Strengthen security on AH website- replace with new website</li> <li>Establish formal information archiving requirements</li> </ul>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
Audit failure	<ul style="list-style-type: none"> <li>Agree actions arising from audit</li> <li>Charity Commission requirements confirmed as met</li> </ul>	<p>Done</p>