



Ashton Hayes and Horton cum Peel Parish Council

Risk Assessment Action Plan – March 2026

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

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