

WELTON PARISH COUNCIL

RISK ASSESSMENT POLICY

Items which the Parish Council needs to assess regularly and review in relation to the Policy concerning financial management, insurance, building/ land inspections and maintenance, play equipment inspections and maintenance, staffing and health and safety policies.

[A] Financial Management.

The Council will review at yearly intervals the following:-

1. Financial Regulations, controlling the administration of the Council's financial affairs.
2. Its responsibility for appointing, by resolution, a Responsible Financial Officer who is responsible for all the financial administration.
3. Its responsibility for appointing, by resolution, an independent Internal Auditor to carry out the intermediate checks of the Council's financial procedures and accounting records.
4. The preparation of quarterly accounts to ensure that there are sufficient balances in reserves and in line with the budget to meet the forthcoming invoices and costs for the remainder of the year and future projects.
5. Its budgetary requirements in order to agree a precept figure to be submitted to the District Council for the next financial year.
6. Contracts for yearly services i.e. mowing, alarm maintenance etc.
7. Level of reserves.
8. Banking arrangements.

[B] Insurance.

The Council will review at yearly intervals the following:

1. The requirement for its Clerk to ensure adequate insurance of all the Council's risks.
2. The insurance cover of all the Council's properties ensuring it is adequate in the current financial climate.
3. Any necessary changes, amendments or any new requirements to be reported to the insurers throughout the year.
4. Comparisons with the cover/policies offered by other companies to ensure best value.
5. Any claims against the insurance cover whenever necessary.

[C] Building/Land Inspections and Maintenance.

The Council will review and inspect at regular intervals the following:

1. The condition of the internal and external fabric of the buildings in its care.
2. The heating and lighting provided and emergency lighting on a monthly basis.
3. The condition of equipment provided for employees' use.
4. Arrangements for an annual professional inspection of all the portable appliances and every 3 years a full electrical inspection.
5. Any renewals and replacements under future projects.
6. The state of the car parking areas for repairs etc.
7. All the public furniture and public spaces under the Parish Council jurisdiction.

[D] Play equipment inspections and maintenance.

The Council will arrange the following:

1. A full monthly inspection of all the play equipment and safety surfaces and a quick check on a weekly basis for any emergency repairs.

2. An annual professional independent inspection of all the play equipment and to follow up and carry out the necessary repairs and adjustments recommended in the inspector's report.
3. At the Precept meeting a review of the play area with a view to replacing any old or worn equipment or purchasing new additional items.

[E] Staffing.

The Council will review when changes occur but at least on an annual basis the following:

1. All Staffing levels and the partnership between the District and Parish Council in connection with Local Access Point.
2. Terms and conditions of employment.
3. Wages.
4. Staff training requirements.

[F] Health and Safety

The Council will review the following:

1. On an annual basis the Council's Health and Safety Policy, which highlights the safety of all its employees and the use of all Council facilities.
2. On an annual basis all premises for compliance with all food hygiene and other regulations.
3. All trees and hedging belonging to the Council for safety purposes on a regular basis but at least every six months.

Adopted: February 2011

Review: May 2024

Next review: May 2025