

BREADSALL PARISH COUNCIL RISK MANAGEMENT PLAN

The aim of the Risk Management Plan is to assist the Council in achieving its objective to deliver high quality public services.

- a. Memorial Hall Playing Fields and Play Area
- b. Clerk's Home/Office
- c. Financial and Administration

All risks identified during inspections carried out as part of the Risk Management plan will be reported immediately to the Parish Clerk who will arrange for the appropriate action to be undertaken.

Risk Management plan – Playing Fields and Play Area

<u>RISK/ACTION</u>	<u>Person Responsible</u>
<u>Dog fouling</u> Weekly check to ensure dog excrement bins in place and emptied regularly.	LITTER PICKER
<u>Broken Glass</u> Weekly check of all playing field and Millennium Green areas	LITTER PICKER
<u>Fences, barriers and seats</u> Monthly check of all fencing, barriers and seats	PARISH CLERK/CLLR VINCETT
<u>Litter</u> Weekly check that refuse bins are emptied Weekly check for hazardous and dangerous litter	LITTER PICKER
<u>Trees/Shrubs</u> Monthly check of trees for overhanging/broken branches on play area	GRASSTRACK
<u>Play equipment</u> Bi-Monthly inspection of play equipment	CLlr Binns
Annual Inspection of play equipment for Insurance purposes.	The Play Area Inspection Company
<u>Insurance</u> Ensure cover for Public Liability for use of play equipment in place.	PARISH CLERK

Annual review and update of this plan to be undertaken by the Parish Council

Risk Management Plan – Clerk's Home/Office

RISK/ACTION

Person Responsible

Fire Damage

Weekly store computer data on a 'memory stick'

- to be stored in Fireproof Safe

PARISH CLERK

All valuable/important documents and records
be stored in the fireproof drawers or safe.

PARISH CLERK

Security/Safety

Computer – storage of data on 'memory stick'

PARISH CLERK

PAT testing of electrical equipment as required

CONTRACTOR

Ensure a First Aid Box is available

PARISH CLERK

Annual review and update of this plan to be undertaken by the Parish Council

Risk Management plan – Financial and Administration

<u>Risk</u>	<u>Action</u>
Asset review	Annual by Council when Insurance policy renewed
Budget	Monthly Review by Council
Code of Conduct	Adoption by Council of; Financial Regulations Standing Orders Data Protection Equal Opportunities Freedom of Information Complaints procedure Register of Interests completed and updated Declaration of interests minuted Recording & Filming Policy Absence from Workplace Policy Dignity in the Workplace policy Disciplinary Policy Grievance Policy Staff Appraisal Policy Children & Vulnerable Adults Protection Policy Environmental Policy Training Policy Community Engagement Policy
Expenditure	All payments are approved by Council All cheques signed by 2 Cllrs Expenditure levels for tenders etc. included in Standing Orders No cash payments or petty cash
Income	All income banked regularly and intact
Banking	Reconciliation carried out monthly

and presented to Cllrs.
Banking arrangements reviewed annually

Insurance	Reviewed annually by Council on renewal date. Adequate cover provided for the following risks; -public liability - employer's liability - money - fidelity guarantee - loss of revenue - official's indemnity - libel and slander - fidelity guarantee - personal accident - legal expenses
Precept	Approved by Council in November - January of each year
Salaries and Wages	Reviewed annually in accordance with National pay awards and NALC guidelines
Chairman's allowance	Reviewed annually
Internal audit	Independent auditor appointed annually
External audit	Annual return to be prepared and submitted in accordance with the external auditor's requirements

Annual review and update of this plan to be undertaken by the Parish Council