

## FILLONGLEY PARISH COUNCIL

### RISK ASSESSMENT POLICY

<b>AREA</b>	<b>RISK</b>	<b>ACTION</b>
<b>Assets</b>	Protection	<ul style="list-style-type: none"> <li>• Insurance of football changing room</li> <li>• Respond to maintenance issues in a timely manner</li> <li>• Annual risk assessment to be undertaken on play equipment.</li> </ul>
<b>Finance</b>	Cash Loss Control	<ul style="list-style-type: none"> <li>• Multiple signatures (2) on all cheques raised.</li> <li>• Cheques to be raised at a scheduled PC meeting wherever possible.</li> <li>• No post-meeting cheques to be raised without prior approval at a scheduled PC meeting.</li> <li>• Any post-meeting cheques raised to be recorded in the following monthly PC meeting Minutes under Finance.</li> <li>• Ensuring that cheque numbers match invoices and are recorded in PC Minutes under Finance.</li> <li>• No signatory to any cheque to be related to the payee.</li> <li>• Only small amounts of petty cash to be issued and receipts and balances to be checked on a monthly basis throughout the financial year</li> <li>• An accurate account of annual PC spending to be kept and a budget to be carried out at the end of each year in order to establish sufficient precept allowance is applied for.</li> </ul>
<b>PUBLIC LIABILITY</b>	Risk to third parties	<ul style="list-style-type: none"> <li>• Accuracy/cover of Insurance Policies to be checked annually.</li> <li>• Recreation ground visual checks to be completed weekly by Cllrs and quarterly by trained inspectors</li> </ul>
<b>LEGAL LIABILITY</b>	Act within the law	<ul style="list-style-type: none"> <li>• Clerk to advise where appropriate. External advice when necessary. Minutes etc. Attend training courses and seminars.</li> </ul>
<b>MEMBER LIABILITY</b>	Declarations of interest. Gifts, hospitality	<ul style="list-style-type: none"> <li>• Disclosure of Interests completed on assumption of Office.</li> <li>• Featured on each Agenda</li> <li>• Declared each time</li> </ul>
<b>EMPLOYER LIABILITY</b>	Comply with the Law	<ul style="list-style-type: none"> <li>• Comply with employment law.</li> <li>• Issue and work within contracts of employment.</li> <li>• Evaluate Health &amp; Safety issues.</li> <li>• The Parish Council will satisfy themselves that any contractor employed by them complies with the relevant sections of the Code of Practice for Safety at Streetworks and Roadworks.</li> </ul>
<b>HEALTH &amp; SAFETY LIABILITY</b>	Risk to members, employees and members of the Public	<ul style="list-style-type: none"> <li>• Comply with Health &amp; Safety guidelines.</li> </ul>

Updated : 15/07/15

Adopted : 16/07/15