

Branston & Mere Parish Council

Risk Assessment

The following areas are to be assessed for risk by the Parish Council:

Financial Management.

The Council will make an annual review of the following:

1. The Financial Regulations controlling the administration of the Council's financial affairs.
2. Its responsibility for appointing, by resolution, a Responsible Financial Officer, responsible for all financial administration.
3. Its responsibility for appointing, by resolution, an independent Internal Auditor to carry out intermediate checks of the Council's financial procedures and accounting records.
4. To carry out 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.
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. grasscutting, electrical maintenance, fire extinguishers.
7. Level of reserves.
8. Banking arrangements.

Insurance.

The Council will make an annual review of the following:

1. Adequate insurance of all the Council's risks.
2. Adequate insurance of all the Council's properties in line with the current financial climate.
3. All changes, amendments and new requirements are reported to the insurers throughout the year.
4. To make any claims against the insurance cover whenever necessary.
5. The Council will maintain a register of assets.

Land & Building Inspections and Maintenance.

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

1. The condition of the internal and external fabric of the buildings in its care.
2. The heating, lighting and emergency lighting available on a monthly basis.
3. The condition of equipment provided for use by employees.
4. To arrange an annual professional inspection of all portable appliances and a full electrical inspection every five years.
5. To arrange an annual service of all fire safety equipment.
6. To supply and maintain adequate first aid kit.
7. To inspect the condition of the car parking areas.
8. The safety of all trees and hedges under the ownership of the Council, taking professional advice where there is a concern.
9. Thorough records of all checks will be maintained.

Inspection & Maintenance of all Play Equipment.

The Council will arrange the following:

1. Full monthly inspections of all play equipment and safety surfaces and carry out any repairs required.
2. To arrange an annual independent professional inspection of all play equipment and carry out any repairs and adjustments recommended in their report.
3. At the Precept meeting, the Council will review its play areas with a view to replace any old or worn equipment or to purchase new additional items.

Staffing.

The Council will review the following on an annual basis:

1. Hours worked by the Council's employees.
2. Terms and Conditions of employment.
3. Wages.
4. Staff training requirements.