

WOODLAND PARISH COUNCIL

RISK ASSESSMENT

2024

The Clerk:

A Clerk will be employed by the Parish Council to work 10 hours per month, paid monthly.

The Clerk will have an employment contract and the salary reviewed regularly to keep it in line with the national recommendations made by NALC.

The Clerk will sign the Society of Local Council Clerk's Code of Ethics.

Both the Employment Contract and Code of Ethics will be reviewed under latest guidelines from NALC and the Government.

The Clerk will work from home using computer equipment and peripherals provided and maintained by the parish council.

The Parish Council will reimburse the clerk for printer ink, and for stationery used exclusively for council business and on provision of receipts and invoices.

The Parish Council will have Fidelity Cover for the Clerk.

The Green:

This area is covered under the Parish Council's Public Liability Cover.

Any events organised by other bodies must have their own Public Liability Cover and Risk Assessments must be carried out.

When the Parish Council organises an event it must carry out a Risk Assessment and must ensure that it either takes out additional Public Liability Cover or the individuals invited to events have their own Public Liability Cover.

The Parish Council to ensure that all items on the Green, fencing, posts, recycling bins, litter / dog waste bins are inspected visually on a regular basis by the Clerk.

Footpaths and Recycling area Hardstanding to be checked regularly by the Clerk.

Village Hall:

The Parish Council are Custodian Trustees but it is managed and organised by the village hall committee, separate from the parish council. The Village Hall is insured by the committee and has suitable Public Liability Cover. Risk Assessments should be carried out by the Management Committee for the hall and by individual regular users.

Insurance:

Required insurance cover to be provided by a recognised local government insurance provider.

(Zurich)

This will be checked by the Chairman and Clerk.

This will be reviewed annually by the Chairman, & Clerk.

Trees in Parish Council Ownership:

Mature trees will be inspected regularly by a professional tree expert and provide a full written report. All work recommended will be undertaken by the Parish Council.

Play Area:

Regular Inspections are to be carried out by the Clerk.

Annual Inspection and Risk Assessment is carried out by ROSPA or similar body.

Parish Council Assets:

The cemetery chapel will be inspected regularly by the Clerk and any work or repairs required reported to the Council so that quotations can be organised and the work carried out.

Mowing:

This is carried out by Contractors who have their own Public Liability Cover.

Contracted Works:

All contractors invited to work for the Parish Council to be requested to supply a copy of their Public Liability Cover.

Emergency Plan:

The Parish Council are in the process of preparing an Emergency Plan in line with Government and District Council requests.

This will be reviewed annually.

Streetscape:

Seats, litter bins, dog waste bins, information panels and signage in Parish Council ownership will be checked regularly for deterioration. These are all covered by the Parish Council Insurance.

Financial Control:

The Parish Council will have two councillors looking at accounts regularly with independent control by an Internal Auditor for the Parish Council.

Annual external audits will be undertaken by Audit Commission appointed auditors.

Data Protection & GDPR:

Woodland Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public.

A record will be kept on all Parish Council activities, which the Clerk will keep up to date

Sign:.....Clerk * (Councillor in Absence of Clerk)

Sign:.....Chairman

Date