**WOODLAND PARISH COUNCIL**

**RISK ASSESSMENT**

**The Clerk:**

A Clerk will be employed by the Parish Council to work 12 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 Insurance.

Any events organised by other bodies must have their own Public Liability Insurance 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 Insurance or the individuals invited to events have their own Public Liability Insurance.

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

Footpaths are to be checked regularly by the Clerk.

**Insurance:**

Required insurance, to include public liability insurance and insurance cover for the playground equipment, is to be provided by a regulated and reputable insurance provider.

The policy is to be reviewed annually by the Parish Council.

**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 will be carried out by the Management Committee and by individual regular users.

**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:**

Weekly inspections will be carried out by the Parish Council.

Annual Inspection and Risk Assessment will be carried out by ROSPA or a similar body.

**Parish Council Assets:**

Parish Council assets are detailed on an assets register and will be regularly checked by the Clerk for any work or repairs required, which are to be reported to the Parish Council so that quotations can be obtained and the work carried out.

**Grass Cutting:**

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

**Contracted Works:**

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

**Emergency Plan:**

The Parish Council is in the process of drawing up an emergency plan.

This will be reviewed on an annual basis.

**Streetscape:**

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

**Financial Control:**

The Clerk/RFO will prepare a Bank Reconciliation including details of income/expenditure for each Parish Council meeting, which will be checked and agreed by a nominated Councillor.

Independent control will be done annually by an Internal Auditor appointed by the Parish Council

Annual external audits will be undertaken annually 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 may work with and with members of the public.

**Updated June 2025**