

KEGWORTH PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT POLICY

This Policy has been agreed by Kegworth Parish Council (hereinafter called “the Council”) to identify the potential for events and consequences that may either be a benefit or a threat to the success of the Council. It is central to the Council’s management and is a process whereby it can methodically address the risks associated with what it does and the services that it provides. This policy is to ensure that the possible risks to Council assets, employees, contractors, services and finances are properly identified and the steps that need to be taken to avoid these or to successfully manage the consequences.

The Council agrees:

Property and assets:

1. To protect by adequate insurance cover the physical assets owned by the Council, this to include all land, property, equipment and furniture for loss or damage.
2. To protect by adequate insurance cover third party property or individuals as a consequence of the Council providing services or amenities to the public.
3. To cover by insurance the possible loss of cash through theft or dishonesty.
4. To cover by insurance the legal liability to the Council as consequence of asset ownership.
5. To keep an up to date register of assets and investments.
6. To review annually the risks and insurance cover of property and assets owned by the Council.
7. To ensure the robustness of the insurance providers.
8. To regularly inspect the property and assets owned by the Council and, where maintenance is required, to have carried out this work in a speedy and professional manner.
9. To inspect the Council’s recreation grounds as follows: weekly by the Council, monthly by a certificated person and yearly by a member of the National Register of Playground Inspectors. Any damage to be repaired as soon as possible to reduce the risk of injury to those using the recreation ground equipment.
10. To inspect, on a regular basis, the Council’s “street furniture” including, directional sign post, benches, notice boards and litter bins. Any repairs identified as requiring to be done should be carried out as soon as possible to reduce the risk of injury to the general public.

Working with others:

1. To employ only bona fide contractors (hereinafter called “the contractor”) who have in place Public Liability Insurance, Employees’ Liability Insurance, have insurance cover for any damage caused to buildings etc. and have in force a Health and Safety Policy and Risk Assessment.
2. That the contractor ensures that all hazards in the work required of his employees are clearly identified and either removed or, if that is not reasonably practicable, that employees are made fully aware of the risks and the safe methods of working and of the steps to be taken in the case of an emergency to minimize the consequences.
3. That the contractor provides training in safe methods of working.
4. That the contractor establishes clear lines of responsibility and effective methods of communicating safety information to all employees.
5. That the contractor provides adequate first aid facilities.
6. That the contractor maintains a system for recording details of all accidents.
7. To review contractors’ Health and Safety Policy Statement from time to time to ensure that it is kept up to date relative to current knowledge and changes in work activities.
8. All contractors must act at all times with due care for the Health and Safety of themselves, other workers and persons who may be affected by their actions or omissions.
9. All contractors and their employees should understand and follow all safety instructions given, carry out any special instructions and observe safe methods of working.
10. All contractors should use correctly any safety equipment or protective clothing as instructed.
11. All employees and contractors should report all accidents and dangerous occurrences and give full co-operation to the Council whilst carrying out all investigations.
12. All contractors and employees should report all defects found in any of the Council’s property, equipment or furnishings.
13. The Council should employ professional services in relation to planning, architecture, accountancy, design and legal matters to ensure the Council receives proper and professional advice.
14. To employ the proper financial regulations in dealing with the award of contracts for services or the purchase of capital equipment.
15. To regularly report to the Council the performance of suppliers, providers and contractors.
16. To review contracts annually or otherwise by resolution of the Council.
17. To review regularly the Council’s performance against targets.
18. To adhere to the legal requirements and codes of practice for procurement and investments.

Self managed risk

1. To keep proper financial records in accordance with statutory requirements. To test income and expenditure from minute to cashbook, from bank statements to cashbook,

from minutes to statements and the inspection of petty cash transactions. To review and test arrangements to prevent and detect fraud and corruption and to have in place

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specific internal controls and report finding procedures. To carry out regular bank reconciliation which is reviewed by the Council's Internal Independent Auditor.

2. To ensure all the Council's activities are within legal powers applicable to local councils.
3. To comply with regulations on borrowing.
4. To ensure that all requirements are met under employment law and Inland Revenue regulations.
5. To ensure that all requirements are met under the Customs and Excise regulations including Value Added Tax (VAT). To make regular returns of VAT and those of the Inland Revenue, and have in place regular training for the Responsible Financial Officer in matters of VAT and other taxation issues as necessary.
6. To ensure that the annual Precept is adequate for the budgetary requirements of the Council.
7. To monitor performance.
8. To ensure the proper use of funds granted by the Council under Section 137 of the Local Government Act 1972.
9. To record properly, timely and accurately the business of the Council in the Minutes of the Council's Meetings. Minutes should be properly numbered and paginated with the master copy kept in safe keeping.
10. To respond to electors wishing to exercise their rights.
11. The proper control of documentation.
12. To keep up to date the Register of Members' Interests and Gifts of Hospitality.
13. To scrutinise the financial records and have in place proper arrangements for the approval of expenditure.
14. To comply with the Accounting and Audit Regulations 1996, and any updates thereafter.
15. To provide the services required by and for the residents of Kegworth through consultation and obtain Best Value for the Council and its Precept.

Signed.....
Chairman of Kegworth Parish Council on
behalf of the Council.

6th October, 2014.

