

## **MYDDLE, BROUGHTON & HARMER HILL PARISH COUNCIL**

### **RISK MANAGEMENT**

#### **A Finance:**

Covered by Fidelity Insurance policy with EON

#### **B. Payment of Accounts/Cash:**

1. All accounts for payment are presented to and approved by full Council and all cheques have to be signed by two authorised Council Members. Details of all payments are recorded in the minutes.
2. A Financial Statement is presented at each Council meeting giving the current financial position.
3. A mid- year statement is provided at the September meeting to ensure that expenditure is in line with budget proposals.
4. An end of year statement of accounts is provided as soon as practical after the end of the financial year.
5. All accounts, financial transactions, orders and Council policies are checked annually by the Internal Auditor.
6. No cash is held by the Clerk or any Councillor.
7. The Council does not operate a petty cash system.

#### **C. The Clerk:**

1. The Clerk has to give two months notice of termination of contract, which allows time for the appointment of a replacement.
2. In the case of sickness or other unavoidable absence, meetings will be re-arranged. If the absence is long term, ALC will be asked to assist in the provision of a temporary replacement Clerk.

#### **D. Records:**

1. All current records are held by the Clerk
2. Copies of agendas, minutes and other information is available for viewing on the Council web site.
3. Paper records of agendas and minutes are deposited in the archives library of Shropshire Council.

#### **E. Equipment:**

All equipment owned by the Council and based within the area covered by the Parish Council is covered by the insurance policy issued by EON

#### **F. Councillors:**

The Council has to operate the legal system for the replacement of any Councillor resigning during his/her term of office.

#### **G. Meetings:**

In the event of a meeting not being quorate, no business will be conducted and arrangements will be made to hold a meeting within two weeks.

#### **H. Children's Play Areas:**

Each Area is monitored on a weekly basis by Mr .A. Woolley and any problems are reported to the Clerk who takes the necessary remedial action. The Area is inspected annually by RoSPA. Once a report is received by the Clerk, any identified high risk problems are dealt with immediately. Medium/low risk problems are dealt with as soon as is practicable.

#### **I. Contractors:**

All appointed or engaged contractors have to provide the Clerk with a risk assessment document and a copy of their third party liability insurance. These are held on file for the duration of the contract

**J. Trees:** A full inspection of all the trees on land leased by the Council are inspected every four/five years by a qualified tree surgeon and monitored regularly by the Parish Tree Officer. Last full inspection was in 2014 and needs to be carried out in 2018 -2019.

MYDDLE BROUGHTON & HARMER HILL PARISH COUNCIL

RISK ASSESSMENT

Mr. A. WOOLLEY

OVERSIGHT OF PLAY AREA

HAZARD	HARM AND HOW	ACTION	REMARKS
Dog Faeces	Direct contact with skin Fouling of clothing	Wear protective clothing Use good quality pooper scooper and bags.	Provide gloves and high viz jacket
Broken Glass	Risk of lacerations Damage to rubbish receptacles	Wearing correct gloves and clothing. Not mixing with general litter.	Provide suitable refuse bags
General litter	Potential harm if in direct contact with skin	Use of litter picking tool Use of suitable containers Wearing correct clothing	
Manual handling	Risk of injury from moving or handling bulky waste bags	Do not overfill bags.	
Lone working	Injury or ill health whilst working alone	Carry mobile 'phone or alert or contact suitable person	Ensure someone knows plan of work

Next review September 2015

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RISK ASSESSMENT

MR. J. WILSON

PARISH CLERK/RFO

WHAT IS HAZARD	WHO MIGHT BE HARMED AND HOW	HOW IS THE RISK MANAGED	BY WHOM
Use of Office	Clerk	Keep area clean and tidy	Keep unnecessary items filed In safe places.
Use of Computer equipment	Clerk - eye/health by over use of equipment	Follow H & S guidance about safe use. Take regular breaks	Clerk.
Electrical equipment	Electric shocks	Maintain in safe condition	Regular checks by qualified staff.
Use of car	Accidents to/from work	Avoid driving in unsuitable conditions	Ensure insurance is adequate and in place.

Next review September 2016