

Bubbenhall Parish Council

Risk Management

Area	Risk	Action
Assets	Protection	<p>Maintain an asset register</p> <ul style="list-style-type: none"> • Play equipment, gates, fencing, bins etc owned by Parish Council sited on Playing Field by Village Hall <p>Weekly checks of equipment and report sent to Councillor responsible</p> <p>Regular maintenance</p> <p>Annual RoSPA inspections</p> <p>Signage</p> <p>Appropriate Insurance Cover</p> <ul style="list-style-type: none"> • Bus shelter <p>6 monthly/annual? check</p> <p>Appropriate Insurance cover</p> <ul style="list-style-type: none"> • Village Green pump <p>Appropriate Insurance Cover</p> <p>£500 budgeted for any maintenance costs</p> <ul style="list-style-type: none"> • Land <p>Ensure that any land is maintained in a reasonable condition</p>
Finance	Cash loss Controls	<ul style="list-style-type: none"> • Income banked promptly with Lloyds Bank. • No cash held by RFO • Financial control. <p>Bi-annual book-keeping checks</p> <p>Follow Financial Regulations.</p> <p>Follow procedures for receipts and payments</p> <p>Appropriate, timely budget procedure</p> <p>Regular review of Budget.</p> <p>Follow VAT Regulations.</p> <p>Regular reporting to Parish Council.</p> <p>Training of key personnel</p>
Public Liability	Risk to third parties	<ul style="list-style-type: none"> • Adequate insurance. • Inspection. • H & S checks.
Member liability	Declarations of interest	<ul style="list-style-type: none"> • Featured on each agenda. • Declare each time.

	Gifts,	
Employer Liability	Comply with the law	<ul style="list-style-type: none"> • Comply with employment law. • Issue and work within contracts of employment. • Evaluate H & S issues.
Health and safety liability	Risk to members employees and members of the public	<ul style="list-style-type: none"> • Meetings held in Village Hall. Ensure there is adequate Insurance cover Comply with health and safety guidelines • Events on playing field and Village Green Open spaces checked regularly. Trees investigated when damage reported. Carry out risk assessment for Christmas Lights switch on.