

# Healeyfield Parish Council

*Serving Castleside and District*



*Striving to keep our community thriving*

## **RISK ASSESSMENT STATEMENT**

Following a review of the Council's services and activities the following risks were identified and classified into high, medium and low potential consequences:-

### A. LOW

1. Newsletter and WWW site

Cover is taken out under the Council's Insurance Policy for possible Libel and Slander cases.

2. Notice boards

Cover is taken out under the Council's Insurance Policy for All Risks named items.

3. Finance

The adequacy of reserves is considered at the Finance & General Purposes Committee. Works Contracts are subject to tendering/quotations process. Standing Orders and Financial Regulations are reviewed annually.

4. Civic Regalia

Cover is taken out under the Council's Insurance Policy. The regalia is stored in the Chairman's house under lock and key.

### B. MEDIUM

1. Insurance arrangements

This is reviewed on an annual basis and when the occasion demands, to reflect possible changes in cover during the term period. Details are reported to a Parish Council meeting.

The current cover includes the following:-

Material damage, All Risks, Public Liability, Employers Liability, Fidelity Guarantee, Personal accident and Business interruption.

2. Christmas Tree and metal pyramid and lights

Cover is taken out under the Council's Insurance Company. They will be informed of the Christmas light switch on prior to the event.

3. Petrol Strimmer

Work pack held with strimmer. The Insurance Company has been consulted

and their advice has been followed. Cover is taken out under the Council's Insurance Policy.

4. Parish Woods

Inspections will be conducted on a regular basis, not more than every 4 months. Remedial work will be scheduled by the Parish Council. Cover is taken out under the Council's Insurance Policy.

5. Public Seats

Cover is taken out under the Council's Insurance Policy.

6. Photographs and Frames

The photographs are fixed to the wall as a permanent exhibition in the Village Hall. Additional photographs and frames are stored in a locked cupboard. Cover is taken out under the Council's Insurance Policy.

7. Councillors

Cover is taken out under the Council's Insurance Policy. The Council have agreed the Model Code of Conduct. Declaration of Interests forms are signed by all Members and sent to the County's Monitoring Officer. Declaration of Interests are minuted at Council meetings.

8. Staff

Cover is taken out under the Council's Insurance Policy. A Contract of Employment has to be agreed with the Clerk and signed by both parties.

9. Lap tops used by Clerk

The two lap tops at the home of the clerk, one in use the other as a spare. Cover is taken out under the Council's Insurance Policy

10. Defibrillator and cabinet

Cover is taken out under the Council's Insurance Policy.

C. HIGH

None identified, although if any high risk features are identified then these item/s will be dealt with accordingly.

Approval Date \_\_\_\_\_

Chairman \_\_\_\_\_

Review Date \_\_\_\_\_