

## Honingham Parish Council Risk Management Policy

### **About the Council**

Honingham Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through AON UK Ltd. The Insurance Policy is for a term of 1 year, and is due for renewal on 1 June 2018.

The contact details for the insurers are:

AON UK Ltd  
PO Box 739  
Redhill  
RH1 9FU  
0345 753 7070

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability 2017'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

### **Main Actions in relation to risk management**

- ✓ The Asset Register is updated during the course of the year by the Clerk.
- ✓ Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
- ✓ Sites are inspected at least annually and records are retained.
- ✓ Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.

- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least annually.

**The Risks identified for the Council:**

Risks and/or Aims	Likelihood v Impact = Risk Rating	Action Required to Reduce Risk	Person(s) Responsible for Action
<b>OPERATIONAL</b>			
Staff (Clerk)	Medium <ul style="list-style-type: none"> <li>• Accident at work</li> <li>• Long Term Sickness</li> <li>• Terminates employment</li> <li>• Lifting Heavy Equipment</li> <li>• Lone Working</li> <li>• Working from Home</li> </ul>	Employer's Liability in place (Insurance Policy) Lone Worker's Policy	Clerk and Council
To ensure the safety of members of the public attending meetings and/or events organised by the Parish Council	Low <ul style="list-style-type: none"> <li>• Accident</li> <li>• Incident</li> <li>• Illness</li> <li>• Fire in building</li> </ul>	Public Liability Insurance (Insurance Policy) Visual Inspection of building and/or furniture/equipment  Standing Orders in place  First Aider in place for larger events. Mobile phone accessible to contact emergency services.  Ensure Fire Exits are clearly marked and accessible. Mobile phone accessible to contact emergency services.	Clerk/VH Chairman / Committee  Clerk  Clerk/Event Organisers  Clerk/Event Organisers

	<ul style="list-style-type: none"> <li>• General</li> </ul>	A separate Risk Assessment is completed for any larger events.	Clerk/Event organiser
Playing Field including Play Area Equipment	<p>Medium</p> <ul style="list-style-type: none"> <li>• Accident on site (trips/falls/injury)</li> </ul>	<p>Public Liability Insurance (Insurance Policy)</p> <p>Weekly visual inspection which is recorded, any defaults/damage dealt with immediately.</p> <p>Equipment complied with regulations at time of installation.</p> <p>Annual Professional Inspection undertaken (Inspection typically takes place in June)</p>	<p>Clerk</p> <p>Clerk/Councillor</p> <p>Clerk/Council</p> <p>Clerk/ROSPA</p>
Bowling Green & on-site buildings (site not currently used but grounds are accessible to the public)	<p>Medium</p> <ul style="list-style-type: none"> <li>• Accident on site (trips/falls/injury)</li> <li>• Fire in Building</li> </ul>	<p>Public Liability Insurance (Insurance Policy)</p> <p>Monthly visual inspection of area and buildings.</p> <p>Monthly visual inspection of area and buildings.</p> <p>Ensure Fire Exits are clearly marked and accessible.</p>	<p>Clerk</p> <p>Clerk/Councillors</p>
Phone Box (owned by Parish Council and converted to Public Information Point)	<p>Low</p> <ul style="list-style-type: none"> <li>• Accident on site (trips/falls/injury)</li> </ul>	<p>Public Liability Insurance (Insurance Policy)</p> <p>Inspection every 3 months, any damage reported to Clerk to be rectified.</p>	Clerk
Dog Bins	<p>Low</p> <ul style="list-style-type: none"> <li>• Injury from damaged dog bin</li> <li>• Handling hazardous waste</li> </ul>	<p>Dog bin checked every 3 months, any damage reported to Clerk immediately to be rectified.</p> <p>Dog bin must have functioning lid, any damage reported to Clerk immediately to be rectified. Only approved contractors to empty waste from bin (Broadland District Council)</p>	<p>Clerk</p> <p>Clerk</p>

Other Parish Council owned Assets (Village Sign/Grit Bin/Noticeboards/defibrillator)	Low <ul style="list-style-type: none"> <li>Accident on site (trips/falls/injury)</li> </ul>	Public Liability Insurance (Insurance Policy) Visual inspection of assets carried out every 3 months. Any damage reported to Clerk immediately to be rectified. Defibrillator battery and electrode pads replaced before expiry or if used.	Clerk
Contractors	Medium <ul style="list-style-type: none"> <li>Public accident</li> </ul>	Public Liability Insurance (Insurance Policy) Contractors own Public Liability Insurance	Clerk
Volunteer Contractors (parishioners/councillors who assist with maintenance of Bowling Green and Playing Field)	Medium <ul style="list-style-type: none"> <li>Accident on site (trips/falls/injury)</li> </ul>	Public Liability Insurance (Insurance Policy) Maintenance equipment is serviced annually.	Clerk
SAM2 Speed Signs (operational on a rota, for a max of 4 weeks at a time)	Medium <ul style="list-style-type: none"> <li>Roadside Accident</li> <li>Lifting Heavy Equipment</li> </ul>	A minimum of 2 people to assist with installation/removal of SAM2 signs. High Vis jackets to be worn due to lack of suitable footpath at locations. Inspections to be carried out weekly when battery changed for any damage to sign and reported to Clerk immediately to be rectified.  A minimum of 2 people to assist with installation/removal of SAM2 signs. High Vis jackets to be worn due to lack of suitable footpath at locations.	Clerk/Councillors  Clerk/Councillors
Litter Picking (Volunteer Councillors and parishioners)	Low <ul style="list-style-type: none"> <li>Roadside Accident</li> </ul>	All volunteers to wear High Vis jackets. Litter pick organiser to allocate locations to individuals and sign in/out. Where possible volunteers to have own mobile	Clerk/Litter Picking Coordinator (nominated councillor)

	<ul style="list-style-type: none"> <li>Lifting Heavy Bin bags</li> <li>Accident (trips/falls/injury)</li> </ul>	<p>phones with them to contact emergency services if needed.</p> <p>Provision of suitable equipment to assist with carrying bin bags.</p> <p>Public Liability Insurance (Insurance Policy)</p>	<p>Clerk/Litter Picking Coordinator</p> <p>Clerk</p>
Village Hall and car park	Low	This building is owned by the Parish Council and run by the Village Hall Committee who have overall responsibility for all aspects of the building.	Village Hall Committee
<b>FINANCIAL</b>			
Cash flow and end of year balance	Medium	<p>Budget prepared</p> <p>Budget Monitoring document provided to members</p> <p>Reserve funds allocated</p> <p>Fidelity Guarantee in place</p> <p>Internal Controls in place</p> <p>Policies reviewed annually</p>	Clerk / RFO
Handling of cash	Medium	<p>Two people designated to count and bank cash</p> <p>Insurance cover for retention of cash</p>	Clerk / RFO/Councillor
Audit challenges	Medium	<p>Audit control policies in place and reviewed</p> <p>Experienced and appropriate Auditor appointed</p>	Clerk / RFO
Asset Register	Medium	Asset register is regularly updated and all assets are checked at least annually and maintained.	Clerk/RFO
Insurance	Medium	Insurance is adequate for the Parish Council's needs and covers all items on Asset register as well as required liability insurance.	Clerk/RFO
Data Protection	<p>Medium</p> <ul style="list-style-type: none"> <li>Data Breach</li> </ul>	DPO appointed	Clerk / RFO

		Clerk and Councillors trained Data Protection Policy adopted & associated supporting documents adopted	Clerk / Councillors Clerk/Councillors
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Date agreed: 9<sup>th</sup> April 2018

Date to be reviewed: March 2019  
(1 year from date of agreement)