

# CHATBURN PARISH COUNCIL

## RISK ASSESSMENT SCHEDULE

<u>Service Area</u>	<u>Risk</u>	<u>Action/Recommendation</u>
Administration	Agency Service	Continue membership to LAPTC & SLCC
	Minutes	Ensure that minutes are correctly numbered and paginated, that computer copies are duplicated and stored independently
	Documents	1. Maintain procedures for document receipt, circulation, response, handling and filing 2. Keep back-up copies and records
	Members' Interests	Maintain register and file records
	Code of Conduct	Maintain register and file records
	Legal Liability	1. Legal advice to be sought where necessary 2. Minutes to be made available for publication in the press and published on the website
Defibrillators	Inspection	1. Defibrillators to be checked weekly 2. Batteries to be replaced immediately when required
Children's Playground	Inspection	1. Inspect monthly October – March and weekly April -September 2. Annual inspection by RoSPA in August
	Maintenance	File reports and ensure that faults are rectified immediately
Playing Field	Hire of Pitch	1. Ensure that contracts are signed, evidence of insurance seen and the hire of pitch fee paid prior to the event. 2. Ensure that persons hiring the pitch assess the risk of the area being used and to provide evidence of this
Insurance	Public Liability	Continue existing cover
	Employers Liability	Continue existing cover
		To include the village grass triangle Christmas Tree electricity box and to check regularly that there is no problem.
	SPIDs	To include these in the Insurance Cover and to make regular maintenance checks
Finance & Accounts	Receipts	Ensure that receipts are banked promptly
	Payments	1. Authorised payments to be made online or, if required, by cheque 2. Payment slips to completed for payments not invoiced 3. Ensure that payments are minuted and referenced
	Balances	Maintain regular bank balance reconciliation
	VAT	Ensure that all VAT is reclaimed
	Precept	A Financial Statement to be presented to the Council annually in November
	Audit	1. Annual appointment of Internal Auditor 2. Ensure that all accounts and returns are completed and submitted by the deadlines
Risk Assessment		To be reviewed annually in December