

RODMELL PARISH COUNCIL RISK ASSESSMENT

Insurer Axa via Came and Co
Policy Number RGBDX6962034
Expiry 31st May 2020

AREA	Possible hazard	Recommended action	Details/Notes
Pavilion and field			
	Electrical fault	<p>Inspection by qualified electrician and certified safe Appliances tested Quarterly inspection for any signs of wear and tear- log</p> <p>6/2015 obtain up-to-date PAT tests – done Going forward inspect annually (in conjunction with Village Hall)</p>	<p>Inspected to BS7671:2008 (IEE Wiring regulations) 14/6/2011...next full inspection 2021 All appliances PAT tested 06/06/2011 and 8/2015</p>
	Tripping hazard	<p>Ground abutting steps flattened and levelled Painted warning strip along steps renewed? Overnight users (campers etc.) warned of uneven levels, lack of exterior lighting etc.</p>	Area re-levelled. Completed March 2012
	Legionnaires	<p>Water system completely drained down each winter No air conditioning present All fridge/freezers left disconnected</p>	HSE L8 risk is very minimal
	Escape of water	<p>Pipes and tanks in loft space and unheated areas lagged (<i>Condition of insurance</i>) Location of main stop valves clearly identified and indicate direction of on/off (<i>Condition of insurance</i>) Water switched off at mains and all water drained from tank when Pavilion 'winterised' for October to March period</p>	

	Seasonal low temperatures, e.g. damage to showers	All water drained and off during October/March Showers lagged in jackets – October/March	
	Fire	Maintain all fire extinguishers in proper working order Turn off all sources of power Put up signs stating 'It is illegal to smoke on these premises' Inspection by Houndean Update booking information form?	Fire equipment inspected 06/17 No smoking signs put up Done 08/2015
	Unoccupied premises	Carry out internal/external inspection on a weekly basis once shut down for the winter, i.e. October – March <i>Conditions of insurance</i>	
	Theft/Break ins	All external doors double locked with mortice and padlocks All windows closed and secured: monitor at inspection and update booking form to ensure compliance Put up signs stating nothing of any value/food/drink stored on these premises	
	Minor Injury	First Aid Box in kitchen area	Contents overhauled and renewed annually prior to reopening.
Play Ground	Malfunction of play equipment	Inspected annually by RPII accredited inspector Inspect weekly by competent person and details logged - <i>Conditions of insurance</i>	
	Tripping hazard	New path laid September 2011 Levels between natural and laid surfaces re adjusted	Monitor at inspection
	Surrounding wall	Flints dislodged by children from time to time	Monitor at inspection
	Metal fencing	Protruding hinges removed 2011	
	Vulnerable young people	All current grounds maintenance staff are DBS checked	

Salt	Injury to volunteer	Insurers advised of scheme Volunteers advised: - work in a safe environment wear sensible clothing do not carry out any task you are uncomfortable with all volunteers must be aged between 16 – 80 yrs. of age	Done – at outset Letter to all volunteers 9/11/2011 Reminded Autumn 2012 Fresh letter to all volunteers required Autumn 2015
Defibrillator	Electrical malfunction	Installed ADH Electrical Services Ltd 01/15 Cert no 23430303 Next electrical inspection 01/2020	Property of SECAMBS
	Theft	Physically inspected weekly	Ongoing
	Replacement of pads		Dealt with by SECAMBS

Internal Controls	Area: Finance	Control
	Loss of income	No cash handled. All cheques banked promptly
	Theft/dishonesty	Online Bank reconciliation completed monthly and checked by Council bi-monthly All cheques require 2 signatures/all invoices initialled by 2 signatories Payment of cheques minuted and cross referenced on bank reconciliation Internal audit annually External audit annually
	Customs and Excise	VAT reclaimed at least every twelve months. VAT return completed annually
	PAYE/NI	Registered with Inland Revenue as employer. Return completed annually. Moving to Real Time reporting April 2013
	Budgeting	Precept set from detailed budgeting process commenced Autumn each year Expenditure/income monitored against actuals and reported on a quarterly basis Adequacy of reserves – considered as part of budgeting process
	Borrowing/Lending	Consent obtained from Secretary of State

	Area: Record Keeping	
	Minutes	Numbered sequentially, initialled and signed off by Chairman Draft minutes available to public within 7 days of meetings Approved minutes available on web site and Village noticeboards
	Asset register	Maintained and updated. Insured with annual RPI increase.
	Financial Regulations	Available through web site. Reviewed annually
	Standing Orders	Available through web site. Reviewed annually
	Computer Records	Backed up weekly. Annual archive maintained off site
	Area: Council Propriety	
	Code of Conduct	Adopted and copy available at meetings/on web site
	Register of interests	Completed and available at meetings/LDCs website
	Declaration of interests	'Standing' reminder at the top of each agenda and minuted at each meeting