



Walsham le Willows Parish Council

Risk Assessment – First adopted February 2013

1. FINANCE - Loss of cash through theft or dishonesty

- 1.1 SET PROCEDURE OF FINANCIAL CONTROL as per the Council's Financial Standing Orders adopted December 2005.
- 1.2 CHEQUE BOOKS retained by the Clerk at all times, cheques must be signed off against an invoice by two signatories.
- 1.3 INTERNET BANKING PAYMENTS can only be submitted by two signatories and each payment will have been signed off against invoices and a schedule of online payments, as set up and prepared by the Clerk.
- 1.4 AUTHORISED SIGNATORIES - Four will be maintained at all times
- 1.5 No cash holdings or transactions.
- 1.6 ORDERS FOR GOODS & SERVICES over £200 must be authorised by the Council prior to processing.
- 1.7 RECONCILIATION OF ACCOUNTS TO BANK STATEMENTS is presented to the Council at each meeting.
- 1.8 QUARTERLY INTERNAL CONTROL CHECK as agreed with the Clerk to ensure accounting processes are being followed and are effective.
- 1.9 INTERNAL AUDIT carried out on an annual basis by Council appointed Auditor.
- 1.10 EXTERNAL AUDIT carried out on an annual basis by Audit Commission appointed Auditor.
- 1.11 FIDELITY GUARANTEE included in the insurance policy to £50,000.

2. LIABILITY - Risk to third party, property or individuals.

- 2.2 INSURANCE COVER is in place as per -Royal Sun Alliance via Community Action Suffolk.
- 2.3 PARISH PROPERTY & ASSETS: All assets are listed on the asset register and inspected on an ad hoc basis for damage/wear and tear. Any item found to be in a state of disrepair is taken out of service.
- 2.4 THIRD PARTY: Action to minimise risk to third parties as above. The Council has no public liabilities other than those mentioned above. Insurance cover is in place to £10,000,000.
- 2.5 LIBEL & SLANDER: Insured to £250,000. All members are required to sign a declaration that they have read, and will abide by, the Code of Conduct adopted by the Council on 21st May, 2007 .
- 2.6 PERSONAL ACCIDENT: Insured for Councillors and Clerk on Parish Council business.
- 2.7 LEGAL EXPENSES: Insured to £100,000
- 2.8 PARISH COUNCIL MEETINGS: Clerk records presence at meetings. Members are aware of fire exits/procedures in the event of an emergency.

3. EMPLOYER LIABILITY (TO COMPLY WITH EMPLOYMENT LAW)

- 3.1 INSURANCE COVER in place to £10,000,000 (covers the Clerk and Street Sweeping Contractor on a self-employed, labour only basis) and volunteers working on Play Area tasks as long as risk assessments are in place.
- 3.2 CONTRACT OF EMPLOYMENT is in place for the Clerk & the Pavement Sweeper
- 3.3 GRIEVANCE & DISCIPLINARY procedures are in place.
- 3.4 PAYE is operated on behalf of the Clerk, by SALC.

HEALTH & SAFETY

- 3.5 THE CLERK works from their home. The Council provides updated IT and office equipment as required.

- 3.6 PAVEMENT SWEEPER is issued with protective clothing and equipment as advised by the District Council as street sweeping is carried out on an agency basis. A SEPARATE RISK ASSESSMENT is completed for this operation.
- 3.7 A SEPARATE RISK ASSESSMENT is completed for any tasks undertaken by volunteers at the Play Area.
- 3.8 PARISH COUNCIL HEALTH & SAFETY STATEMENT was agreed by the Parish Council on 8.11.2011.
- 3.9 GUIDANCE FOR VOLUNTEER LITTER PICKERS was agreed by Parish Council on 13.03.2012.
- 3.10 A SEPARATE RISK ASSESSMENT is completed for the pavement sweeper and was agreed by the Parish Council on 11.05.2021

4. LEGAL LIABILITY

- 4.1 STANDING ORDERS adopted December 2005
- 4.2 CLERK CLARIFIES LEGAL POSITION of all new activities with advice from the Suffolk Association of Local Councils wherever necessary.
- 4.3 COUNCIL MEETS on a monthly basis.
- 4.4 NOTICES OF MEETINGS are published no less than three clear days before the meeting is held (not including the day of the meeting or Sundays and Bank Holidays. This can include Saturdays). Notices are displayed on the notice board in The Street and posted on the Parish Council web site.
- 4.5 DOCUMENTS AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT, Model Code was adopted on 9th December, 2002, Minute Reference 166.
- 4.6 PAPER RECORDS & DOCUMENTS ARE REVIEWED annually & ARCHIVED as necessary to the County Records Office or destroyed by incineration or shredding according to guidance in NALC LTN 40.

ACTION	DATE	CLERK	CHAIR
Reviewed	10 February 2015	AC	MB
Reviewed	9 February 2016	AC	MB
Reviewed	14 February 2017	KB	MB
Reviewed and readopted	10 April 2018	KB	TR
Reviewed and readopted	14 May 2019	KB	TR
Reviewed for re-adoption at AGM	March 2020	KB	TR
Reviewed for re-adoption at AGM	March 2021	KB	TR