

# Risk assessment

## All employers must conduct a risk assessment.

### Organisation name: Swinford Parish Council

PROPERTY – For public safety the PC will “walk” the village, at least annually, to ensure all its property, and areas of responsibility, are in a good state of repair and order. In addition to the annual external professional review, the recreation/play areas will be inspected monthly.

DECLARATIONS OF INTEREST – Councillors will be asked, at the start of each meeting if they have any interests to declare and, if they do, they will leave the meeting.

ASSET REGISTER – The PC will maintain an asset register (those fixed assets which are insured will be indicated so as to agree with the insurance policy document).

INSURANCE – The PC will review its insurance policy annually at renewal to ensure adequate cover is in place. The insurance of all new capital items is to be reviewed at time of purchase.

PARISH COUNCILLORS – will endeavour to work as a team and be aware of their responsibilities as to the law and proper PC procedures. They will attend meetings regularly. They will be provided with a copy of “The Good Councillors Guide” and be familiar and endeavour to comply with the:

- Model Code of Conduct } The clerk will endeavour to see that the PC adheres to the Code of Conduct.
- Freedom of Information Act } operates in accordance with the law and maintains
- Race Discrimination Act } the correct records as required by the law
- Disability Discrimination Act }

STANDING ORDERS – The PC will abide by the model “Standing Orders” which has been adopted by the Council.

FINANCIAL ASSESSMENT – The Council will follow the model financial regulations as set out by the National Association of Local Councils and adopted by the Parish Council (PC). The main areas of internal control are:

Councillors will never sign blank cheques with all cheques to be signed by two councillors – the clerk is not to be a signatory on the bank accounts.

- Bill Payments will be agreed at PC meetings and recorded in the minutes.
- The budget will be set prior to applying for the precept and this will be periodically reviewed at PC meetings.
- The clerk will be the Responsible Financial Officer and will administer the accounts in a proper manner ensuring correct records and internal and external audits are completed.
- An independent Internal Auditor is appointed by the PC will take note of any recommendations to ensure correct standards of accounting are maintained.
- Any comments from the External Auditors will be adhered to.
- The Accounts will be available for public inspection.
- The PC will obtain at least three quotations for major items of expenditure as defined in the Standing Orders