



WROUGHTON PARISH COUNCIL

Parish Council Risk Management Policy

Issue Date: February 2024

Review Date: January 2025 (or sooner)

Version: 1.4

[illegible]

	Weir Field Pavilion	Fire proof safe always locked at end of day. Metal grills on windows, external metal plates on side doors, metal plates on the lower half of front doors, metal strips on the inside of the upper half of front door. Smoke alarms and fire extinguisher fitted. Smoke alarm checked monthly Fire extinguisher checked annually Window has metal mesh protection, steel front doors, side door boarded up following attempted break in.
	Weir Field Garage	Metal roller shutters on front & side windows. All three external security doors are steel with steel frames.
	Maunsell Way Pavilion	Security alarm no longer fitted due to problems with setting. Smoke alarms and fire extinguishers fitted. Smoke alarm checked monthly Fire extinguisher checked annually Security light at front door with sensor always switched on Two exterior streetlights nearby to building. CCTV is installed to the perimeter of the Maunsell Way pavilion building
	Wroughton Business Park – Grounds Workshop	Premises leased on a 10 year term with 5 year break clause. Fully repairing lease by WPC and insurances in place accordingly.

	Wroughton Business Park Fuel Tank		Tank secured with padlock – secure fencing to be installed by the end of April 2024.
	Wroughton Business Park Shipping Containers x1		Double lock applied to shipping container, electrical hook up now installed.
	Maintenance of buildings etc. All sites. Weir Field Pavilion maintained as follows: Weir Field Garage Maunsell Way Pavilion maintained as follows:	L	Annual PAT testing of electrical equipment. Weekly flushing checks of water. Weekly fire extinguisher checks. Weekly interior inspection. Monthly exterior inspection. Monthly water temperature checks. Monthly check of smoke alarms & emergency lighting. Quarterly showerhead and hoses check Water temperature probe calibrated annually in December. Legionella checks completed by contractor quarterly. Monthly exterior inspection, inspection of flat roof when required Weekly flushing checks of water. Weekly fire extinguisher checks. Weekly interior inspection. Monthly exterior inspection. Monthly water temperature checks (showers not currently in use. Will reinstate if showers used.) Monthly check of smoke alarms & emergency lighting. Quarterly showerhead (showers not currently in use. Will reinstate if showers used). Water system professionally analysed (including legionella check) Legionella checks completed by contractor quarterly. Reinstated March 2024.

	War Memorial Keys to buildings and open spaces:		Monthly water temperature checks. Quarterly check of emergency lighting Water temperature probe calibrated annually in December. Refurbishment completed. Weekly visual inspection by Grounds Team. Sanding and repainting required before November as and when required. On a daily basis Parish Council staff carry the keys to the office, the Ellendune Community Centre, keys to vehicles, buildings and gates for open spaces. Risk Assessment carried out for each location.
FINANCE	Banking	L	Banking arrangements constantly monitored by RFO and any change in risk report to Parish Council. Money in both instant access and long-term investments to balance access & return. April 2024 will see the investment of funds into a CCLA deposit fund account. Financial Regulations reviewed annually at Annual Parish Council in May. Risk Assessment carried out for the banking of money by staff.
	Risk of consequential loss of income	L	No real income, other than precept.
	Loss of cash through theft or dishonesty	L	Fidelity Guarantee insurance in place.
	Sound budgeting	L	Quarterly reports to Finance & General Purposes Committee with a forecast of final year end position. Full Council receives detailed budget report in December/January to consider when approving the Precept.

	Financial controls and records	L	Monthly reconciliation prepared by RFO and presented to Finance & General Purposes Committee. Two Councillor signatories needed on all cheques, other payment orders and all financial reports / reconciliations. Two signatories needed to agree to pay by direct debit or standing order. Quarterly and End of Year Internal Audit. Annual External Audit.
	Compliance with Customs & Excise Regulations	L	VAT claims calculated by RFO.
	Compliance with borrowing restrictions	L	No borrowing planned.
	Petty Cash	L	Limited withdrawal in line with Financial Regulations.
LIABILITY	Risk to third parties, property and personal injury	L	Public Liability Insurance in place.
	Land/Open Spaces including allotments:	L	Land/Open spaces checked Weekly by Grounds Team Leader.
	Trees:	L	Tree Survey carried out every 2 years. Next one due in January 2024. Tree works to be completed via a Tender Process in 2024. Trees given visual check by Grounds Team Leader on quarterly basis and after strong winds and heavy snow. Any reported damage to be followed up and investigated as soon as possible.
	Remembrance Day Parade & Christmas Events	M	Risk assessments of individual events carried out/ requested as necessary. The Parish Council obtains confirmation of cover from their insurers for large, out of the ordinary, events.

	Contractors	M	Hirers' risk assessments and insurance certificates requested as necessary for fairs and carnival.
	Play areas:	M	Contractors supply a copy of their own risk assessments Contractors supply a copy of their Public Liability insurance Annual Safety Inspection with report carried out by a third party company. Findings to be reported to the Open Spaces Committee. Risk assessments of all new play areas before brought into use. Grounds Team complete weekly (written) inspections and daily (weekdays only) visual inspections.
EMPLOYER LIABILITY	Compliance with employment law	L	Advice available from membership of professional bodies. Membership of National Association of Local Councils (NALC) and Wiltshire. Association of Local Councils/Swindon Local Councils Forum (WALC/SLCF). Membership of the Society of Local Council Clerks (SLCC). Youth Action Wiltshire National Allotment Society
	Compliance with Inland Revenue requirements.	L	Sage Payroll used for calculating Tax & NI. Automatically updates to correct rates of PAYE & NI. Annual VAT 126 form to be return submitted on-line.
	Safety of staff	L	Annual occupational health checks for outside team to include hearing and vibration tests. Grounds Team Leader to provide a schedule of inspection and ensure maintenance of tools and equipment and request replacements as and when necessary. Risk Assessment for lone working. Risk Assessments and Safe Systems of Work in place for outside team tasks. First Aid training for all outside team completed in 2022. Due again 2025. First Aid training for office completed in 2022. Due again in 2025.

	Consultant / Contractor		Health & Safety Training for all outside team in 2022 to be reviewed in 2024. All new starters to complete training within 6 months. Safe Moving & Handling Course for all outside team in 2022. To be reviewed in 2025. All new starters to complete training within 6 months. Control of Substances Hazardous to health (COSHH) course for all outside team in 2021. To be reviewed in 2024. All new starters to complete training within 6 months. Locked storage for all hazardous substances. All display screen users completed DSE safety training in 2024. The parish council receive H&S consultant advice and an annual H&S review along with Fire Risk Assessment from ABR Safety.
LEGAL LIABILITY	Ensuring activities are within legal powers.	L	Clerk to clarify legal position as necessary. Legal advice can be sought from professionals through NALC, SLCC and/or the Parish Council's solicitor. Annual subscription to Local Councils Direct to obtain more information. All new councillors encouraged to attend New Councillor training.
	Proper and timely reporting via minutes	L	Full Council meets monthly and always receives and approves minutes of meetings held in interim. Draft Minutes issued after each meeting prior to adoption at Full Council meeting. Minutes are available to public on the website and on request from the Parish Office. Older minutes available from Wiltshire Archive Centre in Chippenham.
	Proper document control	L	Parish council business is now saved and documented to the secure cloud network – Citrix, meaning documents are secure and retrievable. Back-up of Omega taken weekly or more often, as appropriate. Signed minutes numbered and archived as and when necessary.

			Any original leases stored in the safe.
COUNCILLOR	Register of Interest	L	Completed Register of Interest Form and updated as necessary. All councillors must complete it again after every election.
	Declarations of Interests declared	L	Minuted at the appropriate meeting.
	Applications for Dispensation	L	Application Forms held in the office. Confirmation of Granting held in office. Minuted at appropriate meeting.
	Notice of Councillors' Allowances published annually	L	Notice placed on parish council notice-board annually.
	Code of Conduct	L	New Code adopted 24 May 2022. All staff and councillors to attend training sessions given by Monitoring Officer. All Councillors invited to attend training after election in May 2023.
	Standing Orders	L	Reviewed every year at Annual Parish Council meeting in May.

Policy Review

Register of review and amendments

Date	Description	Page Number	Who
Feb 2022	Issue	All	FC
May 2022	Formatting change only (v1.2)	All	FC
Feb 2023	Issue	All	FC
Feb 2024	Issue	All	FC