

BUCKLAND NEWTON PARISH COUNCIL**RISK MANAGEMENT – YEAR ENDING 31.03.20**

AREA	RISK	ACTION	COMMENTS	
ASSETS	Protection	Insurance of buildings	Insurance paid in May – three year contract secured – Paid 23.5.19	
		Security	Parish Pavilion locked. Access to toilets allowed.	
		Regular maintenance and inspections Any issues are raised at meetings	Parish Pavilion	Renovation works completed September 2019. Checked and cleaned on weekly basis.
			Parish Field	Weekly inspection
			Play Area	Weekly inspection Annual inspection done in May 2019
			The Pound	Works on tree carried out Nov 2019 Risk assessment done 26.7.19
			Hountwell Pump	Risk assessment done on 26.7.19
			Bus Shelter	Risk assessment done 30.7.19
			Grit Bins	Risk assessment done 26.7.19
FINANCE	Cash Loss	Risk assessment of Financial and Management systems	Recorded on separate sheet and checked by internal auditor.	
PUBLIC LIABILITY	Risk to third parties	Adequate Insurance Inspection H & S checks	Insurance annually renewed See above for inspections	
LEGAL LIABILITY	Act within the law	Clerk to advise where appropriate	Attend relevant training courses	
		Seek external advice when necessary		
		Records of minutes	Minutes taken at monthly meetings, signed and filed. Minutes available on website.	
		Policies	Policies are reviewed regularly. Standing orders updated and approved March 2019 Financial regulations were updated and adopted September 2019	
MEMBER LIABILITY	Declarations of Interest	Declarations of Interest	Agenda item each month	

EMPLOYER LIABILITY	Comply with the law		HMRC wages done each month Registered with Pension regulator
HEALTH AND SAFETY	Risk to members, employees and members of the public	Covered under assets	