

# **DRAYCOTT AND CHURCH WILNE PARISH COUNCIL**

## **RISK MANAGEMENT PLAN**

The aim of the Risk Management Plan is to assist the Council in achieving its objective to deliver high quality public services.

- A . Playing Fields and Millennium Green
- B. Cemetery
- C. St Chad's Water LNR
- D. Leisure Green
- E. Parish Rooms
- F. Financial and Administration

All risks identified during inspections carried out as part of the Risk Management plan will be reported immediately to the Parish Clerk who will arrange for the appropriate action to be undertaken. This document is to be viewed in conjunction with the individual Risk Assessments for each area

## A. Risk Management plan – Playing Fields and Millennium Green

<u><b>RISK/ACTION</b></u>	<u><b>Person Responsible</b></u>
<u>Dog fouling</u> Weekly check to ensure dog excrement bins in place and emptied regularly.	CONTRACTOR
<u>Broken Glass</u> Weekly check of all playing field and Millennium Green areas	CONTRACTOR
<u>Fences, barriers and seats</u> Weekly check of all fencing, barriers and seats	CONTRACTOR
<u>Litter</u> Weekly check that refuse bins are emptied Weekly check for hazardous and dangerous litter	CONTRACTOR
<u>Pavilion</u> PAT testing of electrical equipment as required Annual servicing of fire extinguishers Monthly check of emergency & other lighting Monthly visual check of building exterior Ensure a First Aid Box is available Weekly test of water* Monthly test of water* Annual check of stop valves* Biannual re-assessment of risks – water* * for further details see DCS Hygiene risk assessment report	CONTRACTOR CONTRACTOR PARISH CLERK PARISH CLERK PARISH CLERK CONTRACTOR VOLUNTEER PARISH CLERK VOLUNTEER
<u>Play equipment</u> Weekly inspection of play equipment, outdoor exercise equipment, teen shelter and goalposts Monthly inspection of play equipment, outdoor exercise Equipment, teen shelter and goalposts	CONTRACTOR CONTRACTOR
<u>HAZARDOUS AND DANGEROUS LITTER</u> A 'sharps kit' or litter pickers must be used for picking up any hypodermic syringes. These should then be transferred to the sharps bin. The sharps bin must not be held by hand whilst being used to receive syringes. Sharps bin to be taken to the Parish Clerk at the Parish Rooms, who will arrange for collection and disposal by Erewash Borough Council.	CONTRACTOR

## B. Risk Management plan – Cemetery

<b><u>RISK/ACTION</u></b>	<b><u>Person Responsible</u></b>
<u>Soil pit</u> Monthly check of status of debris	CONTRACTOR
<u>Well</u> Monthly check of chain and padlocks Weekly check that the well works and watering can Is in place	CONTRACTOR CONTRACTOR
<u>Trees</u> Weekly check of trees for broken branches	CONTRACTOR
<u>Fences</u> Monthly check of boundary fences	CONTRACTOR
<u>Paths</u> Weekly check that the paths are clear of debris	CONTRACTOR
<u>Noticeboard</u> Weekly check for damage	CONTRACTOR
<u>Ashes Plot signs</u> Weekly check that they are in place and secure	CONTRACTOR
<b><u>HAZARDOUS AND DANGEROUS LITTER</u></b> A 'sharps kit' or litter pickers must be used for picking up any hypodermic syringes. These should then be transferred to the sharps bin. The sharps bin must not be held by hand whilst being used to receive syringes. Sharps bin to be taken to the Parish Clerk at the Parish Rooms, who will arrange for collection and disposal by Erewash Borough Council.	CONTRACTOR

## C. Risk Management plan – St Chad's Water LNR

<b><u>RISK/ACTION</u></b>	<b><u>Person Responsible</u></b>
<u>Overhanging Branches</u> Monthly check	St Chad's FC
<u>Wooden Bridges</u>	

Weekly check for raised wire or rotting  
Woodwork. St Chad's FC

Signs

Weekly check that water safety signs are in  
place and serviceable. St Chad's FC

Seats / Picnic Tables

Weekly check of condition St Chad's FC

Jetty

3 yearly inspection of decking and support  
Structure. (next due April 2025) CONTRACTOR

Water Contamination

Weekly visual inspection for algae St Chad's F C

HAZARDOUS AND DANGEROUS LITTER

A 'sharps kit' or litter pickers must be used for picking up any hypodermic  
syringes. These should then be transferred to the sharps bin. The sharps bin  
must not be held by hand whilst being used to receive syringes. Sharps bin to  
be taken to the Parish Clerk at the Parish Rooms, who will arrange for  
collection and disposal by Erewash Borough Council.

CONTRACTOR

## **D. Risk Management plan – Leisure Green**

**RISK/ACTION**

**Person Responsible**

Dog Fouling

Weekly check to ensure dog excrement bins in  
place and emptied regularly. CONTRACTOR

Broken Glass

Weekly check of area CONTRACTOR

Fences

Weekly check of all fencing (exc MUGA) CONTRACTOR

Litter

Weekly check that refuse bins are emptied  
Weekly check for hazardous and dangerous litter CONTRACTOR

Overhanging and fallen branches

Weekly check CONTRACTOR

### Play equipment

Weekly inspection of play equipment, MUGA, teen shelter, Table Tennis  
Table and Chess Table and Chairs CONTRACTOR

Monthly inspection of play equipment, MUGA, teen shelter, Table Tennis  
Table and Chess Table and Chairs CONTRACTOR

### CCTV Cameras and HD Drive

Weekly check that the CCTV Cameras are operational and that recordings  
can take place (website access) CLERK

Monthly check that the equipment is present and working in the Scout Hall  
CLERK

### HAZARDOUS AND DANGEROUS LITTER

A 'sharps kit' or litter pickers must be used for picking up any hypodermic  
syringes. These should then be transferred to the sharps bin. The sharps bin  
must not be held by hand whilst being used to receive syringes. Sharps bin to  
be taken to the Parish Clerk at the Parish Rooms, who will arrange for  
collection and disposal by Erewash Borough Council.

CONTRACTOR

### Car Park

Annual inspection of the usage and density of car parking.

CLERK / COUNCIL

## **E. Risk Management plan - Parish Rooms**

### **RISK/ACTION**

### **Person Responsible**

#### Clerks Security

Monitoring of security measures  
at the Parish Rooms

PARISH CLERK

#### Fire Damage

All valuable/important documents and records  
be stored in the fireproof drawers or safe.

PARISH CLERK

#### Security/Safety

Annual servicing of intruder alarm system

CONTRACTOR

PAT testing of electrical equipment as required

CONTRACTOR

Annual servicing of fire extinguishers

CONTRACTOR

Monthly check of emergency & other lighting

PARISH CLERK

Monthly visual check of building exterior

PARISH CLERK

Ensure a First Aid Box is available

PARISH CLERK

Weekly test of water\*

PARISH CLERK

Monthly test of water\*

VOLUNTEER

Annual check of stop valves\*

PARISH CLERK

Biannual re-assessment of risks – water\*

VOLUNTEER

\* for further details see GB Water Ltd Risk Assessment Report who is a volunteer and works free of charge for the Council

## **F. Risk Management plan – Financial and Administration**

<b><u>Risk</u></b>	<b><u>Action</u></b>
Asset review	Review by Council in May and when Insurance policy renewed in September
Budget	Monthly Review by Council
Code of Conduct	Adoption by Council of; Financial Regulations Standing Orders Data Protection Equal Opportunities Freedom of Information Complaints procedure Register of Interests completed and updated Declaration of interests minuted
Expenditure	All payments are approved by Council All cheques signed by 2 Cllrs plus Clerk Online payments set up by the clerk, invoice authorised by 2 councillors and 1 councillor approves the online payment Expenditure levels for tenders etc included in Standing Orders / Financial Regulations No cash payments or petty cash
Income	All income banked regularly and intact
Banking	Reconciliation carried out monthly and presented to Cllrs. Full bank statements to cash book reconciled quarterly with a councillor. Banking arrangements reviewed annually

Insurance	Reviewed annually by Council on renewal date. Adequate cover provided for the following risks;-public liability - employers liability - money - fidelity guarantee - loss of revenue - officials indemnity - libel and slander - fidelity guarantee - personal accident - legal expenses
Precept	approved by Council in accordance With Standing Orders/Financial Regs
Salaries and Wages	reviewed annually in accordance with National pay awards and NALC guidelines
Chairman's allowance	reviewed annually
Internal audit	independent auditor appointed annually
External audit	Annual return to be prepared and submitted in accordance with the external auditor's requirements
Keyholders	List of keyholders for the pavilion and Parish Rooms is kept in the Parish Rooms office.

Annual review and update of this plan to be undertaken by the Parish Council