

## Risk Assessment Statement

This Risk Assessment Statement was adopted by Kennington Parish Council at its meeting held on 13 July 2017 (minute No: 117.17)

### Risk identification

1. Insurance cover is in place for the Council's assets – play equipment, street furniture, office equipment etc., for public liability and loss of cash through theft or dishonesty (fidelity guarantee).
2. The Parish Council only use responsible contractors for any work done for the Parish Council.
3. For major building projects the Council will appoint a qualified Health and Safety Executive.

### Safety of Play Equipment

4. Equipment is monitored fortnightly by Councillors, faults reported, made safe and repairs undertaken as speedily as possible.
5. Equipment is checked annually by RoSPA.
6. A public notice gives information as to who to contact in case of an immediate problem.

### Playing Field Maintenance

7. The Council ensure that people who carry out maintenance of the playing field are suitably insured.

### Internal Controls and Audit

8. Council maintains an up-to-date register of assets and investments.
9. Ensures adequate insurance from reputable insurance provider.
10. Standing orders and financial regulations are in place to deal with the award of contracts.
11. Regular financial statements are provided to Council.
12. Council ensures that a review of the system of internal audit and financial system is carried out on a quarterly basis by different Councillors.

### General

13. Council keeps proper financial records and minutes of meetings.
14. All business activities are within legal powers applicable to local councils.
15. All requirements are met under employment law, Inland Revenue regulations and VAT requirements.
16. Council prepares an adequate annual precept and ensures the proper use of funds under Section 137 powers.
17. Keeps the Register of members' interest and gifts and hospitality up to date.