HADNALL PARISH COUNCIL

Chairman: Cllr. Mr. Neil Duxbury

RISK ASSESSMENT FOR ANNUAL AUDIT – INSURANCE AND RISK MANAGEMENT

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| RISK IDENTIFICATION | LOSS EVALUATION | RISK LIMITATION OR MINISATION | RISK IMPROVEMENT | RISK TRANSFER | OTHER | ACHIEVED | TARGET |
| INSURANCE | COUNCILLORS AND PUBLIC |  |  |  |  | COVER IN PLACE  ZURICH | RENEWAL DATE 1st June 2017 |
| PUBLIC LIABILITY | COUNCILLORS AND PUBLIC |  |  |  |  | COVER IN PLACE ZURICH | RENEWAL DATE 1st June 2017 |
| PERSONAL ACCIDENT | LITTER PICKING OR OTHER ACTIVITITY | WEARING OF FLORESENT JACKETS | Litter pickers and Florescent jackets held in Hadnall Stores for Public Use |  |  | COVER IN PLACE ZURICH | RENEWAL DATE  1st June 2017 |
| AUDIT | COUNCILLORS AND PUBLIC | Internal Checkers within Hadnall PC appointed annually | Internal checkers commenced 2016. All financial documents |  |  | Internal Checker 6 monthly check. Internal Auditor at the end of financial year. External Auditor | End of Year 31.3.17 |
| FINANCE | COUNCILLORS AND PUBLIC | FINANCIAL REGULATIONS ADOPTED | FINANCIAL REGULATIONS AND STANDING ORDERS ADOPTED ANNUALLY |  |  | CHEQUES CROSSED AND SIGNED BY 2 COUNCILLORS | 6 monthly internal check.  Internal Audit at end of year. External Audit. Public assess at all times to comply with Transparency |
| EMPLOYERS LIABILITY | CLERK |  |  |  |  | COVER IN PLACE WITH ZURICH | Renewal date 1st June 2017 |
| LIBEL AND SLANDER | COUNCILLORS AND CLERK |  |  |  |  | COVER IN PLACE WITH ZURICH | Renewal date 1st June 2017 |
| NOTICE BOARDS | GENERAL PUBLIC | TO BE CHECKED  ANNUALLY | IN GOOD CONDITION |  |  | COVER IN PLACE WITH ZURICH | Renewal date 1st June 2017 |
| BENCHES AND OTHER ASSETS Including Bus Shelter | General Public | TO BE CHECK ANNUALLY | IN GOOD CONDITION |  |  | COVER IN PLACE WITH ZURICH | Renewal date 1st June 2017 |
| SAFE KEEPING OF HADNALL PARISH DOCUMENTS | CLERKS HOME |  | IN GOOD CONDITION |  |  | BOOKS KEPT IN LOCKED CUPBOARD | TO BE CHECKED ANNUALLY |
| PLAYGROUND | GENERAL PUBLIC | Rospa checked Annually | In good condition |  |  | COVER IN PLACE WITH ZURICH | ON GOIND ASSESSMENT |
| THE EASE | GENERAL PUBLIC | Safety Check Annually | In good condition |  |  | COVER IN PLACE WITH ZURICH | ON GOING ASSESSMENT |

I confirm that these accounts were approved by the Council at the 8th May 2017 Council Meeting and recorded as minute reference …………………………………..

Signed by Responsible Financial Officer ……………………………………………………………………………………….. Date ……………………………………………………………………………….

Signed by Chair of the Meeting ……………………………………………………………………………………………………. Date ………………………………………………………………………………