

ASHOVER PARISH COUNCIL RISK MANAGEMENT POLICY AND PROCEDURE

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Ashover Parish Council manages risk by utilising the 'Local Council Risk System' (LCRS) produced by DMH Solutions.

The program is run on an annual basis, usually in April, and is updated as required. On completion, the program generates reports as follows:-

- Areas and Functions including a risk score
- An Action Plan and Report
- An Annual Risk Report
- Overall Summary Risk Report
- Checklists for ongoing review, insurance holding and health and safety

The Action Plan and Risk Reports are presented at the Annual Council Meeting in May and any action required is resolved formally by the Parish Council.

In addition to the above and as part of ongoing checklists, daily, weekly, monthly, annual and periodic written maintenance inspections of Council property are undertaken as follows:-

- Daily: Public Conveniences, Play Area, Playing Field, Hard Courts, Fitness Equipment, Car Park.
- Weekly: Play Area, Playing Field, Hard Courts, Fitness Equipment, Car Park.
- Twice Monthly: Defibrillators (6no.) Ashover, Milltown, Kelstedge, Uppertown, Littlemoor and Alton.
- Monthly: *Playing Field, *Fitness Equipment, *Play Area, *Hard Courts, Car Park. (*undertaken by North East Derbyshire District Council under Contract)
- Twice Annually: Independent Play Area Inspection (undertaken under North East Derbyshire District Council Contract), Allotments, Bus Shelters, Cemetery, Common Land, Dog Bins, Flagpole, Flower Planters, Grit Bins, Mounting Block, Notice Boards, Parish Signs, Seats, Stone Trough, War Memorial.
- Periodic: Periodic inspections are undertaken on all Parish Council assets (six monthly) and Cemetery Memorials/Monuments including fixed electrical installations on courts' floodlighting and public conveniences.

ASHOVER PARISH COUNCIL

Reviewed: May 2017
Reviewed: May 2018
Reviewed: May 2021
Reviewed: May 2024
Next Review May 2027