## Wymeswold Parish Council Risk Assessment 2023-2024

Insurances:         Public and Employees Liability         Seats and Benches         Notice Boards         Other Inspections and Risk Assessments:         Inspection of Playground Equipment by ROSPA         Washdyke and Sports Field Risk Assessment by Parish Councillor         Cemetery Risk Assessment by Parish Councillor         Sports Pavilion:	Annually Ongoing Annually Annually Monthly Quarterly	08/07/2023 Ongoing February 2024 08/06/2023 February 2024	For renewal 07/07/2024 Councillors check regularly whilst walking around the village To be revarnished weather permitting in 2024 Repairs made where required - ROSPA Annual Inspection scheduled for May/June 2024
Public and Employees Liability Seats and Benches Notice Boards           Other Inspections and Risk Assessments:           Inspection of Playground Equipment by ROSPA           Washdyke and Sports Field Risk Assessment by Parish Councillor           Cemetery Risk Assessment by Parish Councillor           Sports Pavilion:	Ongoing Annually Annually Monthly	Ongoing February 2024 08/06/2023	Councillors check regularly whilst walking around the village To be revarnished weather permitting in 2024
Seats and Benches Notice Boards Other Inspections and Risk Assessments: Inspection of Playground Equipment by ROSPA Washdyke and Sports Field Risk Assessment by Parish Councillor Cemetery Risk Assessment by Parish Councillor Sports Pavilion:	Ongoing Annually Annually Monthly	Ongoing February 2024 08/06/2023	Councillors check regularly whilst walking around the village To be revarnished weather permitting in 2024
Notice Boards       Other Inspections and Risk Assessments:         Inspection of Playground Equipment by ROSPA         Washdyke and Sports Field Risk Assessment by Parish Councillor         Cemetery Risk Assessment by Parish Councillor         Sports Pavilion:	Annually Annually Monthly	February 2024 08/06/2023	To be revarnished weather permitting in 2024
Other Inspections and Risk Assessments:           Inspection of Playground Equipment by ROSPA           Washdyke and Sports Field Risk Assessment by Parish Councillor           Cemetery Risk Assessment by Parish Councillor           Sports Pavilion:	Annually Monthly	08/06/2023	
Inspection of Playground Equipment by ROSPA Washdyke and Sports Field Risk Assessment by Parish Councillor Cemetery Risk Assessment by Parish Councillor Sports Pavilion:	Monthly		Renairs made where required - ROSPA Annual Inspection scheduled for May/ June 2024
Inspection of Playground Equipment by ROSPA Washdyke and Sports Field Risk Assessment by Parish Councillor Cemetery Risk Assessment by Parish Councillor Sports Pavilion:	Monthly		Renairs made where required - ROSPA Annual Inspection scheduled for May/June 2024
Washdyke and Sports Field Risk Assessment by Parish Councillor Cemetery Risk Assessment by Parish Councillor Sports Pavilion:	Monthly		
Cemetery Risk Assessment by Parish Councillor  Sports Pavilion:	, , ,		Repairs made where required
		December 2023	Repairs made where required
	Biannually	18/07/2023 & 31/01/2024	Batteries replaced - June 2022
Emergency Lighting Service	Annually	18/07/2023	Emergency Lighting repaired in 2022
0,00	Annually	14/09/2023	All in good condition.
8 1	3 yearly	22/09/2022	All in good condition. Next due on 22/09/2025
	Monthly	February 2024	Risk assessment completed. Monthly testing by GES (Leicester) Ltd. Toilets flushed and taps run weekly by Councillors.
5 5	Quarterly	December 2023	Repairs made where required - redecorated March 2023
,	Annually	09/08/2023	Brought in line with Annual PAT testing in the Memorial Hall
	,	00,00,2020	
Financial Matters:			
VAT return submitted E	Biannually	October 2023	Next due April 2024
	Annually	April 2023	Next due April 2024 following appraisal
	Annually	January 2024	
	Annually	January 2024	
	Monthly	Ongoing	Reviewed monthly with quarterly reports to the Council
8	Annually	March 2024	
	Annually	March 2024	
•	Monthly	03/04/2023	To be reviewed following end of financial year accounts on 31st March 2024
	Annually	14/04/2023 03/07/2023	Due following end of financial year 2023-2024
	Annually Annually	September 2023	Reviewed actions needed from Internal Audit Recommendations. Next due 2024 Reviewed actions needed from External Audit Recommendations. Next due 2024
	Annually	March 2023	Reviewed actions needed from External Audit Recommendations. Next due 2024
5	Annually	April 2023	Reviewed following MUGA sides installation in March 2023. Addition of VASs in 2023. Next review due April 2024.
	Realtime	Ongoing	All Council documents are saved to Microsoft OneDrive/ PC backed up by Norton 360 Anti-Virus software continuously
	Annually	01/08/2023	Tico Registration renewed. Renewal date 12/09/2024
	Annually	December 2023	
Employees Responsibilites:			
Contract of employment reviewed A	As required	April 2023	To be reviewed as necessary
Members Responsibilities:			
	Annually	May 2023	New Code of Conduct adopted by the Full Council on 05/09/2022. Will be reviewed in July 2026.
	Annually	May 2023	Register of Interests were completed following elections in May 2023.
	Ongoing	Ongoing	Will be updated if required
	Monthly	Minuted Monthly	······································
		.sindtod monthly	

The information given above was approved at the Wymeswold Parish Council meeting on 4th March 2024