

## **RISK ASSESSMENT REPORT FOR 18/19 – 13 MARCH 2019.**

### **Assets**

Hawstead PC monitors risk in a variety of ways. The PC owns assets (benches, swings, noticeboards etc) which are inspected regularly as per the agreed annual monitoring schedule. In particular Councillors undertake quarterly visual checks on these assets; St Eds undertakes monthly checks on the swings on the Green for safety. A new three year service level agreement for these inspections has been agreed for three years. Issues raised during the year are summarised below:-

A damaged grit bin was reported as part of the monitoring regime and was replaced Jan 2019.

A couple of low risk findings about paint/ footings on the swings have been notified during 18/19 in the St Eds reports.

Recommendation the condition of these items should continue to be monitored carefully by the Council and then rectified in the better weather.

No issues raised during course of year re Speedwatch equipment, defibrillator, Xmas lights and emergency plan equipment since last check in 2018.

Recommendation – clerk to check with relevant residents.

The Council benefits from the expertise of a resident tree warden; following significant work in 17/18, minimal tree work was proposed in 18/19.

Recommendation – clerk to review with tree warden what further work if any is required on Council owned trees.

**Monitoring of internal controls and procedures.** Relevant risks are identified and graded annually alongside annual monitoring schemes; Councillors monitor the system of controls in accordance with these procedures through the year.

Recommendation – (i) reduce internal controls monitoring regime to once every six months; and (ii) ask a Councillor to verify the bank balances at each meeting.

C Hibbert

Hawstead PC