

Malvern Wells Parish Council Risk Schedule - Index

Number	Item	Notes
1	Parish Council Insurance	Review - April F 7 GP Ctee each year and on any significant chnge
2	Assarts Road Playing Field	
a	Play Equipment & Fencing	Annual RoSPA inspection plus weekly by outdoor contractor
b	Multi purpose play surface	Annual RoSPA inspection plus weekly by outdoor contractor
c	Hedges & Trees	weekly inspections by outdoor contractor
d	Grass Area	weekly inspections by outdoor contractor
e	Litter Bins	weekly inspections by outdoor contractor
f	Seats	weekly inspections by outdoor contractor
g	Signage	weekly inspections by outdoor contractor
h	Footway	weekly inspections by outdoor contractor
3	Cemetery	
a	Graves	Examination of any potential hazards by outdoor staff each month
b	Walls	inspected each month by cemetery workers
c	Memorials	inspected each month by cemetery workers
d	Trees	inspected each month by cemetery workers
e	Chapel	inspected each month by cemetery workers
f	Chemicals	contractors aware of hazards which are stored in locked workshop
g	Toilets	inspected each week by cemetery workers
h	Seats	inspected each week by cemetery workers
4	St Wulstans Village Green	
a	Tree Maintenance by PC	inspected each month by cemetery workers
b	Ditch	inspected each month by cemetery workers
c	Drain	inspected each month by cemetery workers
d	Signage	inspected each month by cemetery workers
e	Litter	inspected each month by cemetery workers
f	Flora	inspected each month by cemetery workers
g	Grass Cutting	inspected each month by cemetery workers
h	Seats	inspected each month by outdoor contractors
5	Bus Shelters	
a	Wells Terminus	inspected each month by cemetery workers
b	Upper Welland	inspected each month by cemetery workers
c	Wells Road, over Common	inspected each month by cemetery workers
d	Fruitlands	inspected each month by cemetery workers
e	Peachfield Road east of St Andrews Road Junction	inspected each month by cemetery workers
f	Wells Road south of Hanley Road Junction	inspected each month by cemetery workers
6	Seats	
a	The Wyche x 2	inspected each month by cemetery workers
b	Hanley Road	inspected each month by cemetery workers
c	Green Lane x 2	inspected each month by cemetery workers
d	Upper Welland Road X 2	inspected each month by cemetery workers
e	Junction of Wells Road/Eaton Road	inspected each month by cemetery workers
7	Noticeboards	
a	The Wyche	Not currently being used
b	Fruitlands	inspected each week by clerk on posting of notices
c	Wyche CE School	inspected each week by clerk on posting of notices
d	Assarts Road	inspected each week by clerk on posting of notices
e	Wells Road Shop	inspected each week by clerk on posting of notices
8	Litter Bins	
a	Wells Common	inspected each week by outdoor contractors
b	The Wyche	inspected each week by outdoor contractors
c	Top Shop	inspected each week by outdoor contractors
d	Phone Box - top of Upper Welland Road	inspected each week by outdoor contractors
e	Village Hall	inspected each week by outdoor contractors
f	Junction of Green Lane/Grundys Lane	inspected each week by outdoor contractors
9	Financial Matters:	
a	Banking Arrangements	see financial regs and payments protocol
b	Insurance Providers	annual review BY F&GP/RFO each April
c	VAT return completed and submitted	Submitted annually, Internal Audito (IA) checks
d	Precept	IA checks
e	Clerk salary	HMRC reviewed all practices 2021; IA Checks
10	Record Keeping	
a	Minutes	see minute book and website
b	Financial Regulations	reviewed by Council January each year
c	Standing Orders	reviewed by Council July each year
d	Computer Records	weekly back up by clerk/rfo to stand alone memory drive
e	DATA Protection	policy on website, reviewed periodically
11	Contractors	
a	Lengthsman/outdoor/cemetery	Contract reveiwed annually by F&GP and Clerk
b	Mowing	Contract reveiwed annually by F&GP and Clerk
c	Cemetery outdoors	Contract reveiwed annually by F&GP and Clerk
d	Cemetery Burial Manager	Contract reveiwed annually by F&GP and Clerk
12	Members	
a	Code of Conduct	all members declarations returns submitted to MHDC; District checks periodically
13	Clerk	
a	Appraisal	Annual appraisal, policy adopted 2022
b	Clerk as an Employee	payroll etc operated externally, IA checks
14	Parish Council Website	updated weekly