



Please refer to the Policies and Procedures manual which contains the following guidelines:

- Complaints Procedure
- Code of Conduct
- Disciplinary and Grievance Procedure
- Email code of practice
- Equality and Diversity Policy
- Financial Regulations & Appendices 1 & 2
- Financial Reserves Policy
- Freedom of Information – Publication Scheme
- Health and Safety Policy
- Outdoor Events Electrical Safety Policy
- Permit to Work
- Stafford Orchard - Environmental Policy
- Standing Orders
- Tree Management Policy
- Village Hall Conditions of Hire
- Village Hall Fire Risk Assessment
- Volunteer Policy

Risk	Management
Financial	Oversight by Finance Committee
Petty cash fraud	No petty cash
Expenses fraud	All expenses (staff and councillors) separately accounted for; paid only by crossed cheque against proper receipts/authority.
Purchasing/contracts/services fraud	Adoption of Financial Regulations; multiple signatures on cheques, counterfoils and invoices.
Mismanagement/misrepresentation of accounts	Use of approved accounting practice under Accounts and Audit Regulations 2015; internal and external audits.
Village Hall booking fraud	Booking forms; cross referencing of receipts to monies banked; monitored by clerk/RFO; annual review
Theft of Council property	Insurance and appropriate security in place.
Loss of financial and other data	Backup and archiving security procedures for Cash Book and computer records.
Legal costs	Reserves; budget provision
Unforeseen financial pressures	Financial Reserves Policy
Staff	Employers liability insurance
Groundsperson	
Road and general safety	Protective clothing; reflective jacket; safety boots; wheeled trolley (no lifting), correct working tools, H&S policy.
Sharp and contaminated objects	Litter picker provided with tools for sharp objects and advised to notify clerk for disposal of contaminated objects.
Accident/injury	Personal accident insurance.
Groundsperson, Clerk, Admin Assistant and other staff	No special risks; personal accident insurance, Health and Safety policy,
Property	
<i>Parish Office 64 Leicester Road</i>	
Building damage	Buildings insurance
Contents	Insurance
Theft/Burglary	Security doors fitted
Village Hall	Oversight by Village Hall Committee
Damage by hirers	Signed terms and conditions of hire; deposits required; insurance
Use of hall balcony and electrical equipment by hirers	Authorisation procedure; hall conditions of hire, annual PAT testing
Fire, inundation, storm etc	Building maintenance; buildings insurance;

Risk	Management
Public safety	Fire certificate; local authority public entertainment licence; annual electrical safety testing; fire alarm, emergency lighting, evacuation signing and procedures
Accident/injury	Public liability insurance; hirers' liability insurance
Parish Office	Gas safety certificate; annual electrical safety testing, fire alarm & extinguishers annual testing, emergency lighting, maintenance of fire escape routes
Use of car park	Security lighting
Council Chambers furniture	Contents insurance
The Old School	Oversight by the Old School Project Team
Security of the building and land	Security lighting, regular walk-round by volunteers and Police, CCTV surveillance
Damage by intruders	As above, plus herras fencing, locks and boarded up entrances/windows and security lighting.
Public safety	No admission without permission
Accident/injury	As above
Fire, storm, flood	Insurance cover, to be updated as refurbishment progresses, includes public liability insurance
Contents	Contents insurance
Financial risks	Monitored on ongoing basis, budget contingency, fund raising etc.
Deterioration of fabric of the building	Maintenance checks/works
Power – electrical risks	Regular meter reading/check.
Station Road Toilets /PSB	Oversight by Park Management Committee
Office equipment, store room equipment, toilet block fittings	H&S, Security of equipment, regular inspections and maintenance, vandalism, theft etc.
The Old Lock-Up Building	Oversight by Park Management Committee
Listed, maintain accordingly	Sub-let, managed by professional agent, adequately maintained within Listed Building Consent
The Stocks	Oversight by Park Management Committee
Safety, maintained	Safety and maintenance checks carried out on regular basis
Stafford Orchard	Oversight by Park Management Committee
Volunteers, policy and procedure	Policies adhered to, monitor legislation on regular basis.

Risk	Management
Play equipment safety	Regular safety inspections and maintenance; notices; fencing; safety surfaces. Appropriate records of inspections kept.
Play equipment vandalism, accidental damage & emergency repairs	Insurance; investigation of CCTV surveillance; budget contingency
Half-pipe ramp safety	Routine safety inspections; annual ROSPA inspection
Pitches and play area safety	Regular litter picking; removal of sharp objects, cans, bottles etc; waste bins; provision of free poop-scoops and dog litter bins
Fairground ride safety	File of safety certificates and compliance from Fair owner.
Accident/injury	Public liability insurance
Trespass by 'travellers'	Locked gates and fencing
Unauthorised access to electricity supply (electrocution)	Electrical Safety Policy in compliance with electrical regulations for outdoor entertainments.
Cave's Field	Oversight by Environment Committee
General safety	Land maintenance by cricket club under terms of lease; provision of poop-scoops and dog litter bins
Play equipment vandalism, accidental damage & emergency repairs	Insurance and regular maintenance inspections by ROSPA.
Accident/injury	Cricket Club responsibility when in use under terms of lease and cc indemnity (including over hit cricket balls); QPC public liability insurance at other times; fencing; netting in place to protect Cradock Drive and houses
Trespass by 'travellers'	Boundary fencing and locked access gate
CCTV	Responsibility of QPC, liaise with staff, volunteers, public and Police.
War Memorial Gardens	No special risks; Volunteer Policy, general public liability insurance.
The Banks	No special risks; general public liability insurance.
Church View Gardens	No special risks; Volunteer Policy and role description together with associated health and safety guidance, general public liability insurance; all sculptures individually insured
Community Garden	Volunteer policy and role description with associated health and safety guidance.
Fenny Copse Parkland	No special risks; general public liability insurance.

Risk	Management
Tom Long's Meadow	Volunteer policy (responsibility of the Leicestershire and Rutland Wildlife Trust).
Community Library	Volunteer Policy, Community Library Volunteer Handbook and associated health and safety guidance.
Other Risks	
Xmas lighting (electrocution)	All lights installed and dismantled by qualified contractor to electrical standards.
DDA non-conformance	Play areas inspected and deemed satisfactory. Village Hall under review.
Damage by contractors	Contractor indemnity insurance cover and Permit to Work Policy
Public seats, street furniture, street lighting, planters, bus shelters	Repair/maintain/replace as needed. Public liability and damage insurance
Trees on Parish Council owned land	Subject to Tree Management Policy which stipulates regular tree safety inspections and maintenance works.