



Radyr & Morganstown Community Council

Cyngor Cymuned Radur a Threforgan

Risk Management Document

Buildings

Protection of physical assets: Buildings are insured. Clerk reviews the values in the insurance policy each year and reports to the Annual Meeting of the Council. A professional valuation will be commissioned every five years. Next due : February 2014.

Security of Building: Burglar alarms not fitted. Four CCTV cameras are in place on the outside of the building.

Fire Security: Fire Risk Assessment carried out annually. Fire alarms, smoke detectors and emergency lighting tested monthly and records kept. Emergency lighting soak test done annually. Fire fighting equipment serviced annually and inspected monthly.

Regular safety inspections carried out and an annual fire safety review in place. Means of escape tested monthly. Fire blanket and extinguisher provided in the kitchen. Sprinklers are not installed but recommended types of fire extinguishers are readily available in required areas and checked during fire assessment. Records are kept with details of maintenance and inspection.

Buildings: Rolling program of maintenance as minuted in Hall Management Committee Reports. Maintenance regularly carried out in school holidays when nurseries are not in the building. A regular cleaning programme is in place monitored by the Clerk.

Electrical: Annual PAT test programme in place.

Finance Please see R&MCC's Financial Regulations.

Liability

Risk to Third Party: Liability insurance is in place.

Legal liability as consequence of asset ownership: Not applicable.

Employer Liability

Comply with Employment Law: Member of One Voice Wales and Society of Local Council Clerks. An Employment Subcommittee is appointed annually.

Clerk: Height and reach adjustable chair provided to meet display screen regulations. CCTV allows observation of external door. Keypad installed on the office door for added security.

Handyman: Special gloves provided in case he/she comes upon dangerous/hazardous items. Litter picker bought and no task undertaken which involves high risk. Annual review undertaken to ensure that the handyman is able to perform the duties and no adjustments are required. At this meeting use of safety equipment to be confirmed and documented.

Safety of visitors: CCTV cameras fitted.

Land the council administers

Land: Environment Committee oversees this and reviews at all committee meetings. Land annually visited by Councillors. See below for details per site.

Radyr Woods: Inspected by the wardens and remedial and improvement work carried out.

Dan-y-Bryn Wood: Friends of Danybryn Woods report if paths or trees need attention.

Pentwyn Park: Handyman inspects and reports back if remedial work is required. Grass cutting contractor reports any problems.

Windsor Gardens: As Pentwyn Park.

Granny Park: As Pentwyn Park.

Ffordd Las: Grass cutting contractor reports any problems during the grass-cutting season.

Trees: A full tree survey of Pentwyn Park, Windsor Gardens, Radyr Woods, Old Church Rooms and Dan-y-Bryn Woods will be carried out on a five year cycle. A tree maintenance programme is in place.

Safety Risks/Problems

Any problems are identified either by Councillors on visiting, by area wardens, the handyman, grass-cutting contractor or by the general public. A record is kept of inspections and problems identified. These will either be rectified as soon as possible if deemed a safety risk or prioritised if a maintenance/ remedial matter.

Legal Liability

Acting within powers:

Clerk is to clarify legal position on any new proposal. Legal advice is sought when necessary.

Proper and timely reporting:

Council meets ten times a year and the Committees meet a week before. Minutes are received and approved. Minutes are displayed in the village and on the website.

Proper Document Control:

Leases and Legal documents are lodged with the Solicitor with copies in the Council files. Other data storage complies with the Data Protection Act.

This risk management update was approved by the Council on September 27 2012 and will be reviewed annually.

Chairman of R&MCC Date

Reviewed and Adopted: November 2017