

# CLAVERING PARISH COUNCIL

## RISK ASSESSMENT

SUBJECT	RISK(S) IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE	DATE REVISED
1. Governance	1.1 Council acting outside the powers granted to it.	M	The Council is bound by its own Standing Orders which are based on a model provided by NALC, it is also advised by the Clerk.	No action. Keep under review for new guidance and legislation.	July 2018
2. People	2.1 Death or disablement of a member whilst on Council business.	L	Council is covered by liability insurance. Council has power to co-opt new members between elections if a member resigns or is otherwise unable to carry out his/her duties.	No action. Keep insurance cover under review.	July 2018
	2.2 Death or disablement of a member other than on Council business.	L	Council has power to co-opt new members between elections if a member resigns or is otherwise unable to carry out his/her duties.	No action Keep under review for new guidance and legislation.	July 2018
	2.3 Death or disablement of an employee whilst on Council business.	M	Council is covered by employer liability insurance. There is no provision for cover by a deputy if these circumstances should arise.	Provide cover for this eventually. Keep insurance cover under review.	July 2018
	2.4 Death or disablement of employee other than on Council business.	M	There is no provision for cover by a deputy if these circumstances should arise.	Provide cover for this eventually.	July 2018
	2.5 Death or disablement of RFO.	M	A Councillor is to assume emergency temporary responsibility until a new RFO can be appointed.	Provide cover for this eventually.	July 2018
3. Property and Assets	3.1 Village Greens, including: VG53, 54, 55, 56, 58, 60, 61and VG 244. The Horse Pond, Hill Green Frog Pond, Mill End Pond. Land at Mill End, the rear of the Cricketers PH and land in Middle Street and the Ford	L	The Council is the owner of these areas and is responsible for their upkeep and safety together with any furniture and fittings placed on them by the Council. The Council is also responsible to monitor the vehicular accesses across Village Greens and Parish Land.	Ensure that all areas are kept in a fit state for public use; that contractors working on these areas on Council business are properly insured; ensure that the Council's liability insurances are adequate. The Council to conduct an annual inspection of the areas and record its findings. A PC Working Party to monitor the dimensions and conditions of vehicular accesses and update photographic evidence (recorded by the Clerk). Insurance to cover trespass and damage to property.	July 2018

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	3.2 Allotments and access roads.	L	Allotments are let to individual tenants at a rent set by the Council. Within the tenancy agreement are regulations to ensure that any risk to the Council is minimised.	Ensure that there is a Councillor responsible for the supervision of the allotments, and that none of the covenants are broken in the agreements are being broken. Where contractors are used ensure that they have proper qualifications and insurance; confirmation of this should be minuted. All new allotment holders are sent a copy of allotment rules.	July 2018
	3.3 Dick Ball Meadow including gates, display board and seats.	L	Risk arises through work being carried out in the meadow by contractors employed by the Council and use by the public.	Where contractors are used ensure that they have proper qualifications and insurance; confirmation of this should be minuted. Ensure the Council's insurance covers all risks and that regular inspections are made and the findings recorded.	July 2018
	3.4 Other land in the ownership of the Council not otherwise covered eg Mound at Coleshill Close, bus shelter	L	Risk arises through work being carried out at the area by contractors employed by the Council and use by the public.	Where contractors are used ensure that they have proper qualifications and insurance; confirmation of this should be minuted. Ensure the Council's insurance covers all risks, regular inspections are made and the findings recorded.	July 2018
	3.5 Physical assets not mentioned above.	L	Seats, wells, notice boards, the bus shelter, the village sign should be in good repair and provide no hazard to the public.	Ensure that this property is regularly inspected for repair and safety that inspection findings are minuted. Ensure that the Council's liability insurance is adequate.	July 2018
	3.6 Documents relating to the Council's business and IT and other office equipment stored at the Clerk's house.	M	Deeds and Conveyances relating to Council's property are in the safe keeping of solicitors acting for the Council. The risk is therefore low. Correspondence, minutes and financial records are kept in the private home of the Clerk/ RFO. The risk or damage to these is medium/high. IT and other IT equipment stored at the Clerk's house is at risk of theft, fire or damage. Personal Data is kept at the Clerk's home address.	No action needed for property stored at Solicitors. Extra insurance cover provided for office equipment. The Clerk/ RFO hold copies of all legal documents, deeds and conveyances. Data Audit complete. Electronic documents stored with passwords. Personal Information stored in accordance with the PC's Data Protection policy.	July 2018
4. Financial	4.1 Council authorises expenditure that exceeds its legal power.	L	Council acts under its Financial Regulations that are based on a model provided by NALC/EALC; it is advised by the Clerk/RFO	Ensure that the Financial Records are reviewed annually. Keep under review for new legislation/advice.	July 2018

	4.2 Expenditure is incurred without the authority of the Council	L	The Council's Financial Regulations govern the authorisation of expenditure and the signing of cheques. All expenditure is recorded in the Council's minutes.	Ensure that only one cheque book is in use at any one time, and that the cheques are authorised in numerical sequence. To be kept by RFO	July 2018
	4.3 Misappropriation of receipts.	M	Procedures for the receipts of all monies owing to the Council are covered by Financial Regulations. There is a risk during the collection of allotment rents.	Council to be provided with a list of all allotment rents due, together with the date of collection. Book to be held by Cllr Patmore	July 2018
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	4.4 Liabilities incurred by the actions of contractors.	L	Financial Regulations provide for all contractors/sub-contractors to produce details of their public liability and employer's liability to the Council. Any relevant Health and Safety certificates of competence should be supplied. If these are not forthcoming the Council will not employ them.	Ensure confirmation of insurance is obtained, filed by the Clerk and minuted. Latest copy of certificate if contract is greater than 1 year	July 2018
Legal	Legal action is brought by a third party	L	Follow Standing orders and financial regulations. Councillors to work in pairs.	Insurance cover Councillor and Clerk to follow PC's policies	July 2018
Business Continuity	Resignation of council/clerk/other unexpected circumstances	L	Appointed councillor reviews RFO'S financial management, RFO & Chair communicate to respond to unexpected circumstances	A Councillor needs to be appointed. Cllr Stanford appointed 2018	July 2018
Precept	Adequacy	L	Financial details provided at each meeting and precept reviewed at December meeting with projected spending. Budget and bank reconciliation provided quarterly.	Procedure adequate	July 2018
Financial Records	Loss of records	L	Securely filed, electronic copy taken, banking records available	Back up system must be adequate. 2 USB to be used. 1 to be kept by chairman	July 2018
Financial Irregularity	Incompetence or dishonesty of Clerk or Councillor	L	Fidelity Insurance for Clerk, 2 signatories required and rotated regularly, Councillor assigned to check book-keeping and checked twice a year by a Councillor	Fidelity Insurance as standard on Came & Co policy. Councillor Stanford assigned	July 2018
Banking	Inadequate checks, bank mistakes, incorrect charges	L	RFO reconciliation throughout year	Procedure adequate Councillor Stanford assigned	July 2018
Grants and Donations	Powers to make grants and donations	L	Clerk/ RFO advise on statutory position and councillors aware of S137 provisions.	Procedure adequate	July 2018
Salaries and Contracts of Employment	Clerk is only employee and has Contract of Employment	L	Salary reviewed yearly	Procedure adequate	July 2018

Annual return and Auditing of Accounts	Inadequate accounting or failure to meet deadlines	L	Councillor oversees procedure, audited by Internal Auditor, signed off by Chairman External Auditor applies depending on Income and Expenditure	Internal Auditor to audit accounts and procedure every 6 months	July 2018
Minutes, Agendas and Notices	Correct minutes recorded. Information published according to Freedom of Information Act.	L	Minutes circulated to Councillors only prior to next meeting and signed off at next meeting. Contact details published on notice boards, parish magazine and website.	Procedure adequate New Parish council website set-up	July 2018
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Council Records	Adequate access to records, loss through damage/ fire/theft	L	RFO keeps paper files and electronic records. Clerk keeps an electronic copy of main files Data Protection considered	Records to be lodged with PC solicitors Clerk and Councillors to follow Data Protection policies.	July 2018
Council Records	Data backup of PC computer	M	Loss of data held electronically by the Council.	All data backed up regularly and stored separately.	July 2018
Maintenance	Poor maintenance presenting a hazard	M	Councillors review risk assessment book monthly at meetings.	Procedure adequate	July 2018
Assets	Loss or damage	M	Annual review yearly for insurance cover	Reviewed - Procedure adequate	July 2018
Liabilities	Liability to 3 <sup>rd</sup> parties	M	Public liability insurance reviewed annually	Procedure adequate	July 2018
Members Interests	Register of member's interest	L	Clerk and UDC maintain register.	Procedure adequate	July 2018
Emergency Planning	Contact details need to be up-to-date	L	Yearly review	Procedure adequate Use UDC template	July 2018
Meeting location	H&S	L	Village Hall Committee meets requirements and has adequate insurance and is accessible to all	Procedure adequate Meeting at Christian Centre	July 2018
Events and Activities	Liability Financial Loss Health & Safety Special Events	L L L	Covered by insurance Covered by insurance Nominated councillor reviews H&S prior to event.	Procedure adequate Clerk to advise Insurance company	July 2018
<b>Risks to Parish Councillors, Volunteers and Clerk</b>					
Grass Cutting Slips and trips	Visitors may be injured if they trip over objects or slip on spillages.	L	Volunteers/councillors to inform Clerk of any Health and Safety concerns Keep work areas clear Volunteers/councillors to tell someone where they are working. Volunteers/councillors must be fit and able Do not cut grass next to river or on steep slopes or unstable ground	Procedure adequate Keep under review	July 2018

Road and the surrounding areas	Traffic Accidents Damage to vehicles Injuries to volunteers/councillors Injures to members of the public	L	Wear high visibility clothing Check for stones and debris before mowing Grass Cutting should not be undertaken within close, unguarded proximity to roads or areas where there are moving vehicles if the volunteer assesses the area to be unsafe. Be aware that debris emerging from mowers can contain stones etc. Direct stream away from roads and parked cars.	Procedure adequate Keep under review	July 2018
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Debris, litter, stones	Injuries to volunteers/councillors Injures to members of the public	M	Clear debris before and after work Direct stream away from persons Wear Personal Protective Clothing including covered footwear and when strimming wear protective faceguard/visor.	Procedure adequate Keep under review	July 2018
Insurance	Damage to machinery	M	The Parish Council nor its insurance company will not accept liability for damage to machinery.	Procedure adequate Keep under review	July 2018
Sharp objects e.g. nails, needles, glass	Injuries to volunteers/councillors	M	Volunteers/councillors to wear strong, covered footwear with adequate grip. Heavy Duty Gloves to be worn If discovered, needles must not be picked up or touched under any circumstances. Make a note of the location and report it to Uttlesford District Council	Procedure adequate Keep under review	July 2018
Hygiene and potential contact with Bio Hazards e.g. faeces, vomit and used condoms	Injuries to volunteers/councillors	M	If discovered, do not attempt to clean up. Make a note of the location and report it to Uttlesford District Council Volunteers/councillors to cover any cuts, however minor, with surgical tape or waterproof plasters. Volunteers/councillors to wash hands before eating, drinking and smoking.	Procedure adequate Keep under review	July 2018
Contamination from chemicals	Injuries to volunteers/councillors	L	If discovered, do not attempt to clean up. Make a note of the location and report it to Uttlesford District Council	Procedure adequate Keep under review	July 2018

People	Injuries to volunteers/councillors or members of the public, assault	M	<p>Stop machines if people come within 5 metres. Direct stream from mower/trimmer away from people Avoid confrontations. Call police if necessary Volunteers/councillors to tell someone where they are working and take a mobile phone with them Wear personal protective clothing including covered footwear and a faceshield/visor when strimming Do not operate a machine while tired, whilst under the influence of alcohol, drugs or medication. Read and follow manufacturer's instructions for operation and safety. Volunteers/councillors must be fit and able</p>	<p>Procedure adequate Keep under review</p>	July 2018
Lack of awareness e.g. A person taking unnecessary risks resulting in injury	Injuries to Volunteers/councillors or members of the public	L	<p>Do not operate a machine while tired, whilst under the influence of alcohol, drugs or medication. Read and follow manufacturer's instructions for operation and safety. Volunteers/councillors must be fit and able Volunteers/councillors must 18 or over</p>	<p>Procedure adequate Keep under review</p>	July 2018
Trees	Low branches Falling limbs	L	<p>Check trees regularly Inform Clerk of any required work to trees</p>	<p>Procedure adequate Keep under review</p>	July 2018
Machinery/Tools	Injuries to operator/ members of the public	M	<p>Read and follow manufacturer's instructions for operation and safety. Maintain the machine to good working order. Check the machine before using it. Do not use a defective machine. Switch machinery off before carrying out maintenance and adjustments Volunteers/councillors must be capable of understanding instructions The use of chainsaws or spraying equipment is not permitted</p>	<p>Procedure adequate Keep under review</p>	July 2018
Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests	Volunteers/councillors	M	<p>Volunteers/councillors should wear appropriate clothing (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered.  Volunteers/councillors should wash hands and forearms before eating, drinking, smoking or going to the toilet.</p>	<p>Procedure adequate Keep under review</p>	July 2018
Kerbs and walls	Injuries to operator Mower damage	L	<p>Take care when using machinery near kerbs and walls</p>	<p>Procedure adequate Keep under review</p>	July 2018

Weather	Injuries to operator	M	Wear protective clothing and clothing appropriate to season Do not cut grass following/ during heavy rainfall, wintery conditions and during high winds. Volunteers/councillors to keep hydrated	Procedure adequate Keep under review	July 2018
Violence and Aggression	Injuries to operator Injuries to Clerk	L	Volunteers/councillors should always inform a family member or friend of their intention to cut grass. Take mobile phone and call police if necessary. Avoid confrontation. Clerk must not meet with parishioners alone. Parishioners to telephone to arrange an appointment.	Procedure adequate Keep under review	July 2018
Manual Handling	Injuries to volunteers/councillors and Clerk	L	Assess before lifting. Do not lift equipment or objects that looks to heavy or bulky to handle alone. Those at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights.	Procedure adequate Keep under review	July 2018
Display Screen Equipment	Clerk, Risk of posture problems and pain	M	Assessments of workstation to ensure good posture, avoid glare and reflections Take regular breaks away from computer	Procedure adequate Keep under review	July 2018
Lone Working	Clerk, injury or ill health	L	Volunteers/councillors should always inform a family member or friend of their intention to volunteer and advise where they will be. Take mobile phone and call for help if necessary Regular contact via phone and email Parishioners to arrange appointment Clerk to meet with parishioners with a councillor present.	Procedure adequate Keep under review	July 2018
Stress	Clerk	L	Understand Role and Duties Regular Training Employment Review	Procedure adequate Keep under review	July 2018
Reputation	Clerk/Councillors/ Parish Council		Follow Code of Conduct, Standing Orders, Financial Regulations and all adopted policies	Procedure adequate Keep under review	July 2018