



## **SHERE PARISH COUNCIL**

---

# **RISK MANAGEMENT POLICY & RISK REGISTER**

---

<b>REVIEWED</b>	<b>CORONAVIRUS PANDEMIC SECTION</b>	<b>NEXT REVIEW DATE</b>
February 2021	Adopted and Added June 2020	FEBRUARY 2022

### **What is Risk Management?**

Risk is a threat that an event or action will adversely affect the council's ability to achieve its objectives, implement its strategies and provide its services. Risk management is the process by which risks are identified, evaluated, addressed and reviewed. The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.

The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

### **Objectives**

The objectives of the risk management policy are to:

- Integrate risk management into the culture of the council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

### **These objectives will be achieved by:**

- Identification of risk
- Undertaking risk assessments
- Managing the risk and recording actions
- Incorporating risk management considerations into council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines
- Effective communication with, and active involvement of, employees and other stakeholders

## **Risk Register**

The risk register enables the parish council to assess the risks that it faces and confirm that it has taken appropriate steps to manage those risks.

The council has broken the risks into eight areas:

1. Finance
2. Old Fire Station public toilets
3. Contractors
4. Tanyard Hall & Drop-in Mornings
5. Governance & Management
6. Workplace
7. First Aid
8. Coronavirus Pandemic

The risks are identified, described and evaluated according to the potential consequence of the risk occurring (impact) and how likely this is (likelihood) i.e. high, medium or low risk. The response to risk may involve one or more of the following responses:

- **Tolerate the risk** – for the risks where the downside is containable with appropriate contingency plans or if the controls cannot be justified (e.g. because they would be disproportionate; and for unavoidable risks, e.g. terrorism.
- **Address the risk** – by imposing controls so that the parish council can continue to operate; or by setting up prevention techniques
- **Transfer the risk** – by buying a service from a specialist external body or taking out insurance
- **Terminate** the activity giving rise to the risk (or not start) which involve intolerable tasks or those where no response can bring the risk to a tolerable level.

**The risks are identified, assessed and recorded on the following risk register and will be reviewed by the council not less than annually.**

<b>1. FINANCE</b>				
<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Precept</b>	Request not submitted	L	Full Parish Council minute showing complete precept. Diary note.	
	Not paid by Borough Council	L	Checked and reported to full council. Reserves held. Diary note. Paid by BACS.	
	Adequacy of precept	M	Review of income & expenditure against budget at every full council and finance meeting	
<b>Tanyard Hall Income</b>	Cash Handling - failure to accurately record/fraud	L	Receipts reported to Council at each full Council meeting. Reconciled to cash book. Receipts for cash issued. Use of cash is minimalised and handled by RFO	
	Cash Banking - failure to accurately record/fraud	L	Receipts reported to Council at each full Council meeting. Reconciled to cashbook. Bank reconciliation submitted to Council and checked by Chairman at every full council meeting. Use of cash is minimalised and handled by RFO	
<b>Grants from G.B.C.</b>	Grant not received	L	RFO check & reported to full council	
<b>Investment Income</b>	Loss of surplus funds due to bad investments	L	Policy reviewed annually. Diary note.	
<b>Reserves – General</b>	Inadequate to cover possible expenditure	L	Considered at Budget setting and all other Finance Committee meetings. Opinion of RFO also considered.	
<b>Reserves – Earmarked</b>	Inadequate to cover possible expenditure	L	Considered at Budget and at year end. Opinion of RFO sought. Diary note.	

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Assets</b>	Loss, Damage etc.	M	Quarterly inspections, insurance in force and sums insured checked annually. Asset register updated annually – internal audit	
	Risk or damage to third party property or individuals	M	Adequacy of Public Liability Insurance reviewed annually. Diary note.	
<b>Loss</b>	Consequential loss due to critical damage or third-party activity	L	Adequacy of insurance cover reviewed annually. Diary note.	
<b>Cash</b>	Loss through theft or dishonesty	L	Adequacy of Fidelity guarantee insurance reviewed annually. Financial regulations and internal audit procedures in operation.	
<b>Maintenance</b>	Wear and Tear/Damage to assets/amenities causing loss of income	L	Regular inspections made by Councillors and Clerk and reported to Council.	
<b>Borrowing</b>	Adequacy of finances to be able to repay loans	N/A	Financial review and cashflow quarterly forecasting	
<b>Lending</b>	Risk of non-payment of loan	L	Loans Policy to include: View of Constitution View of Annual Accounts Request forecast for repayments.	
<b>Legal Powers</b>	Illegal activity or payment	L	Power to spend stated in minutes. Council informed as to legal powers. Clerk attends relevant training.	

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Best Value</b>	Overspend on services	M	Ensure correct tendering for services. Quotes obtained prior to precept if possible.	
<b>Salaries</b>	Wrong salary paid	L	Payroll company engaged Checked to minute and budget. Verified by internal auditor and Chairman.	
	Wrong rate of pay	L	Payroll company engaged Checked to minute and budget. Verified by internal auditor and Chairman.	
	Wrong deductions PAYE	L	Payroll company engaged Checked to PAYE Calculations. Notified to Council, checked by Chairman and Internal Auditor.	
	Information sent by email to and from payroll company in intercepted	M	Encrypt all emails containing personal information.	
	False employee	L	Checked to PAYE Records & lists. Checked by Chairman and Internal Auditor.	

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Direct Costs and overhead expenses</b>	Goods not supplied to Parish Council	L	Clerk confirms, Member verifies.	
	Invoice incorrectly calculated	L	Arithmetic checked by Clerk; invoice examined by two councillors.	
	Cheque/payment payable is in excess of budget	M	Invoice/payment authorised by 2 councillors. Council informed via monthly cheque/payment list submitted for approval.	
	Cheque/payment made to wrong party	L	Signatory checks by 2 councillors.	
<b>Grants &amp; Support</b>	No power to pay	M	Minute power. Council verifies.	
<b>Grants &amp; Support</b>	No agreement of Council to pay	L	Agenda/Budget item. Minuted and payment/cheque authorised by 2 Councillors.	
	No conditions agreed/unreasonable conditions	L	Payable on receipt of final invoice. RFO checks.	
<b>Election Costs</b>	Estimate only given by GBC – Late submission of Borough Council invoice therefore cost not fully covered by budget	H	RFO, Finance Committee and full Council checks/considers budget. Any discrepancy reported to full Council.	

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>VAT irrecoverable</b>	VAT element not recorded on cashbook	M	All items listed in cash book and VAT expenditure reported at every Council meeting. Submission of return agreed by Council – minute, minimum of twice yearly. Verified by Internal Audit.	
	Exemption doesn't apply	L	RFO verifies.	
	Not claimed within time limits	M	Reported to full council – minute. Subject to internal audit and verified by Chairman. Diary note.	
<b>Financial Records</b>	Inadequate records	L	Checked annually plus regular internal audit.	
<b>Minutes</b>	Failure to be accurate and legal	L	Reviewed by Council/Committee at following meeting.	
<b>Members interests</b>	Conflict of interest	M	Declarations of interest updated at each Council meeting with reminder note printed on agenda.	
<b>RFO/Councillors committing fraud</b>	Parish Precept/public funds Reputation of Parish Council	L	Fidelity Insurance cover of £500,000 Finance Regs and Internal Audits in operation	Amount of Fidelity Insurance to be reviewed annually
<b>Loss of money at bank</b>	Parish Precept/public funds	L	Division of reserves between 3 banks spreads the risk to minimise financial loss. Financial Services Compensation Scheme covers up to <b>£85,000</b> per authorised bank or building society	



<b>2. OLD FIRE STATION PUBLIC TOILETS</b>				
<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Access</b>	Trip/Slip when entering	L	Disabled access available by slope. Annual inspection carried out by North Ward Councillors	
<b>Flooring</b>	Trip/Slip on wet floor	L	Examined daily by cleaner – notices erected when floor wet. Annual inspection carried out by North Ward Councillors	
<b>Equipment</b>	Electrical & plumbing failure	L	Caretaker/cleaner visit daily. Repairs carried out when required. Annual inspection	
<b>Claim on Council Following accident to member of the public</b>	Potential for claim against Council and possible prosecution	L	Insurance cover in operation. Health & Safety risk assessment reviewed annually	
<b>Lone Worker Assault</b>	Assault on Caretaker	L	None	
<b>Fire &amp; Accidents</b>	Fire & Accidents	L	First aid box in locked room. Chemicals/cleaning fluids kept in locked room. Lighting controlled from separate locked room. Contractor wears protective clothing when necessary.	
<b>Vandalism</b>	Damage to facilities	M	Toilets closed within the hours of darkness. Facilities visited daily by cleaning contractor and caretaker. Repairs carried out as soon as possible.	
<b>Structure of Building</b>	Falling debris on Staff/Public	L	Annual inspection carried out by a North Ward, General Purposes Committee Councillor or parish contractor.	

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Legionella</b>	Risk to public health	L	Legionella Policy to be implemented by contractor.	
<b>Garden</b>	Staff/Public trip on paving or garden	L	Examined regularly. Any problems rectified or closed if this is not possible. Annual inspection carried out	
<b>Trees</b>	Staff/ Public being struck by fallen branches	L	Examined regularly as per Tree Safety Management Policy Any problems rectified or garden closed if this is not possible	

<b>3. CONTRACTORS</b>				
<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Toxocariasis</b>	Infection	M	Rubber gloves worn and litter pickers used Informed staff of equipment & protective clothing to be used	
<b>Old Fire Station</b>	Slipping on wet surfaces	M	Warning notices erected by contractor	
<b>Needles drug paraphernalia HIV/Hepatitis Infection</b>	Infection when disposing of item	M	Any paraphernalia found to be notified to Clerk (or Chairman if not available) for decision on method to be used. Special gloves to be worn and sharps box used if authorised by Clerk or Chairman. Litter pickers not to be used	
<b>Litter and Broken Glass</b>	Cuts/Infection Back Problems	M	Remove and dispose of using thick gloves and litter picker to prevent close contact with litter and bending.	
<b>Accidents</b>	Any accident to staff	L	Protective clothing to be worn. No electrical work to be carried out. No road work carried out unless carried out and supervised by trained authorised personnel. First aid equipment issued. Staff informed to report any accidents to Clerk. Insurance cover in force	
<b>Contracts</b>	Employment issues	L	Contracts issued Inland Revenue documents submitted when required. Must abide by Council's Health & Safety Policy – copy issued.	
<b>Assault</b>	Assault on Staff	L	Insurance cover in force	

#### 4. TANYARD HALL & DROP-IN MORNINGS

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
<b>Steep steps into hall.</b>	Unsuitable for the disabled. Trip/Slip	L	Disabled access available by slope. Salt placed on steps in bad weather, available in the under- stair's cupboard in the absence of staff. Annual inspection to be carried out by a member of the General Purposes Committee/Contractor	
<b>Flooring and Stairs</b>	Trip/Slip	L	Stairs to be kept clear of objects. Carpets to be kept defect free. Stairgates installed & checked regularly Annual inspection to be carried out by a member of the General Purposes Committee/Contractor	
<b>Overhead beams</b>	Hitting head	M	Warning notices erected.	
<b>Equipment</b>	Trip/Slip/damage to person	L	Equipment examined regularly. Repairs carried out when necessary. Annual inspection to be carried out by a member of the General Purposes Committee/Contractor	
<b>Electrical Equipment</b>	Burns/Electrocution	L	Visual inspection monthly Circuit breakers installed. Door to electrical cupboard locked Annual inspection to be carried out by a member of the General Purposes Committee/Contractor and qualified electrician.	
<b>Dangerous substances</b>	Dangerous cleaning materials	L	Dangerous cleaning materials kept in locked cupboard. Key hung up high	
<b>Structure of Building &amp; car park walls</b>	Falling debris	L	Exterior of Building & inspection to be carried out by a member of the General Purposes Committee/Contractor and weekly by Clerk	

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Legionella</b>	Risk to public health	L	Legionella Policy to be implemented by contractor.	
<b>Car Park</b>	Trip/Slip	L	Examined regularly Any problems rectified or car park closed if this is not possible. Annual inspection carried out by General Purposes Committee	
<b>Trees</b>	Being struck by fallen branches	L	Examined regularly as per Tree Safety and Management Policy Any problems rectified or car park closed if this is not possible.	
<b>Collapse of upstairs floor</b>	Severe injury	L	Advice sought when installing weight bearing items. All hirers informed of maximum number of persons allowed upstairs (60) and that dancing is not permitted upstairs. Annual inspection to be carried out by General Purposes Committee.	
<b>Leaving car park</b>	Traffic accidents	L	All hirers advised to turn left when leaving car park.	
<b>Fire Equipment</b>	Failure of equipment	L	Fire Alarm serviced every 6 months, Fire Extinguishers serviced every 12 months. Fire blanket and signs reviewed every 12 months.	
<b>Fire</b>	fire	L	Procedure in the event of a fire written at the top of the agenda and in the letting information for the hall. In the event of a fire, please evacuate the building immediately in a calm and orderly manner and gather at the muster point in the car park furthest from the road and hall. Call the fire brigade, the postcode for the hall is GU5 9LF	

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Upstairs hall during drop-in session</b>	Less abled person attempting the stairs	L	Stairgate closed and no entry sign put on it	
<b>Medical emergency</b>	Severe illness	M	Call ambulance immediately, call designated First Aider, first aid kit in kitchen. Defibrillator on the outside of Compasses Inn – turn right outside car park approx. 20 metres	
<b>Burn at drop-in session/or other visitors/staff</b>	Burns from hot water	L	Call designated First Aider, first aid kit in kitchen.	
<b>Food Allergies</b>	Visitors/staff consuming items which cause an allergic reaction	L	Drop-in Centre Coordinator responsible for noting allergens and asking staff and attendees to declare allergies. Nut-free zone.	
<b>Food Poisoning</b>	Visitors/staff consuming items which cause food poisoning	L	All food must be fresh and prepared according to instructions.	

<b>5. GOVERNANCE &amp; MANAGEMENT</b>				
<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Lack of forward planning and budgetary controls</b>	Lack of direction and prioritisation; insufficient funds to cover spend	L	Budget in operation and regularly reviewed.	
<b>Poor reporting to council</b>	Poor quality decision making Council becomes ill informed	L	Timely and accurate financial reporting. Clear instructions to staff. Matter raised at meeting	
<b>Failure to keep proper financial records in accordance with statutory requirements</b>	Inadequate financial control	L	Proper arrangements for the notification of income and approval of Expenditure. Review of internal controls in place and their documentation. Internal auditor.	
<b>Failure to respond to electors' wish to right of inspection</b>	Loss of confidence. Loss of reputation	L	Operating protocols set by Government & external auditor	
<b>Poor document control</b>	Information not passed on in a timely manner. Deadlines missed. Lack of achievement	L	Clear job descriptions, training and review	
<b>Failure to ensure that the Council complies with law in particular:</b> *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability Discrimination *Employment Law *Racial Discrimination	Fines and Penalties from regulation bodies Loss of reputation	L	Clear policies and procedures  Regular review of law.  Training	

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Failure of the provision of services being carried out under agency/partner agreements with principal authorities</b>	Loss of reputation Poor public image	L	Clear statement of management responsibility for each service when first taken on. Review of adequacy of insurance cover provided by suppliers	
<b>Failing to ensure that all business activities are within legal power</b>	Illegal expenditure	L	Recording in the minutes the precise power under which expenditure is being approved	
<b>Failure to provide proper, timely and accurate reporting of Council business in the minutes</b>	Confusion and misunderstandings Actions not reflecting the intentions of Council	L	Draft Minutes published within 10 working days after the meeting. Approval by Committee/Parish Council. Minutes properly numbered. Master copy kept in safekeeping	
<b>Failure to meet the laid down timetables when responding to consultation invitation</b>	Affect reputation. Ineffectual involvement	L	Agenda to state closing date for responses.	
<b>Council lacks relevant skills and commitment</b>	Council fails to achieve its purpose. Decision making bypasses Council. Poor value for precept money.	L	Training for Councillors Close review of attendance	
<b>Council becomes dominated by one or two individuals.</b>	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council	L	Clear Standing Orders regarding conduct of meeting and conflict of interests	



<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Councillors benefiting from being on the Council</b>	Affect reputation Conflicts of Interest	L	Clear Standing Orders Code of Conduct adopted November 2020. Standards Board guidance issued to all members.	
<b>Failure to register Members' interest, gifts etc</b>	Member could make inappropriate gains Could affect reputations	L	Procedures in place for recording and monitoring Members' interests and gifts	
<b>Lack of maintenance of Council owned land or property</b>	High cost of repair. Injury to third party leading to claims. Damage to property.  Trees or branches fall	L  L  L	Regular routine inspections.  Maintenance when required. Insurance cover  Trees examined regularly as per Tree Safety and Management Policy Any problems rectified or if this is not possible the area is cordoned off	
<b>Damage or loss to Council owned property by third party or act of God</b>	High cost of repair	M	Insurance cover. Police report or damage report Good fire alarm. Serviced bi-annually	
<b>Insufficient Insurance for physical assets owned by the Council – furniture, play equipment, benches etc.</b>	Loss of Assets  Disruption	L  M	Maintain an up to date register of assets  Regular maintenance arrangements for physical assets	
<b>Legal liability as a consequence of asset ownership</b>	Damage to public property or person	L	Annual review of risk and adequacy of insurance cover	

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Damage to third party property or individuals, due to service or amenity provided</b>	Claim against Council	L	Public Liability Insurance  Comprehensive event planning. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate level	
<b>Loss of funds through fraud or dishonesty</b>	Loss of reputation	L	Clear financial procedures. Adequate insurance cover (Fidelity Guarantee)	
<b>Inadequacy of Precept. Failure to ensure the adequacy of the annual precept is within the sound budgeting arrangements</b>	Services not provided. Lack of confidence in Council. Inability to carry out functions. Insufficient funds for contingencies	L	Regular in-year budget progress reports. Regular inspection and comments from auditor	
<b>Problems due to borrowing or lending. Failure to provide sufficient banking arrangements, including borrowing or lending.</b>	Inability of Council to repay a loan	L	Include in annual budget. Clear Standing Orders. Prepare & adopt codes of practice prior to taking out a loan. Review of internal controls in place and their documentation. Review of minutes to ensure legal powers.	
<b>Failure to use grants for intended purposes. Failure to ensure the proper use of funds granted to local community bodies under specific power or under S137</b>	Lack of funds for project for which grant was intended  Investigation into the use of funds	L	Clear minutes. Ensure funds ring fenced.  Clear financial procedures. Record clearly in minutes. Obtain signed agreement from organisation. Maintain a separate record for s137 expenditure.	

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Loss of records</b>	Services not provided? Inability to carry out functions? Loss of historical records (irreplaceable)	L	Copies of important documentation issued to Cllrs. Ensure regular backups undertaken (copies to be kept in separate locations)	
<b>Cyber Security</b>	Loss of sensitive information Loss of funds Lack of confidence in the Council. Disruption of services	L	Use a good quality paid for Anti-virus. Full firewalls in place. Encryption on the hard drives in place, to prevent access if the computers are stolen	
<b>Safeguarding – Assault/injury Failure of the Council to take reasonable steps to ensure anyone carrying out duties for or on behalf of the Council is adequately safeguarded. This includes not placing any such person in a potentially vulnerable position.</b>	Injury/assault on a member staff or councillor	L	Site meetings to be carried out by any Councillor to be notified to the office in advance and accompanied where possible.  If unable the Office Lone Worker device to be given to the Councillor or member of staff.  All other precautions stated in the staff risk assessment to be applied to councillors.	

<b>6. WORKPLACE</b>				
<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Workstation</b>	Repetitive strain injury  Eye damage/VDU Screen	L	Computer screen free from defect. Keyboard adequate. Good lighting. No glare. Adjustable chair, footrest.  Eye test every two years.  Annual inspection of office to be Carried out by General Purposes Committee.	
<b>Accident occurring in office</b>	Injury to Clerk/Assistant to Clerk/Drop-In Coordinator Public Councillors	L	Flooring inspected regularly for defects.  Filing cabinets closed when not in use and only one drawer open at one time.  Windows checked regularly for defects.  Equipment regularly checked for defects & annual inspection carried out by General Purposes Committee.  Electrical inspection annually by competent electrical engineer.  Personal alarm.  First Aid equipment & insurance cover provided.	

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
<b>Lone Worker Assault</b>	Assault on Clerk/Assistant to Clerk/Drop-In Coordinator	L	<p>Spy holes in doors. Entry system.            Help can be summoned from neighbours/councillors/police            Appointments by previous notification unless person known to Clerk/Assistant to Clerk/Drop-in Coordinator.            Outdoor lighting and wireless siren provided.            Solo protect identicom provided for site visits and unknown visitors to the office.            Clerk works from home during hours of darkness when possible – home computer provided by Council.            Clerk/Assistant to Clerk/Drop-in Coordinator to be accompanied when closing meeting venues late at night.            Insurance cover in force.</p>	
<b>Fire</b>	Fire	L	<p>Fire precautions and equipment provided including fire alarm.            Annual inspection to be carried out by General Purposes Committee.</p>	
<b>Out of office</b>	Accident/Assault to Clerk/Assistant to Clerk/Drop-In Coordinator	L	<p>Protective Clothing to be worn if walking on Highway</p> <p>Clerk/Assistant to Clerk/Drop-in Coordinator only ventures onto roads if absolutely necessary – S.C.C. requested to deal with problem.</p> <p>Alternative arrangements to be made for any out of office inspection/visit should the Clerk feel her safety could be in danger.            Clerk has personal alarm.</p>	

## 7. ACCIDENTS & FIRST AID

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
<b>Accident</b>	Accidents to Staff/Public/contractors	M	Individual risk assessments in force and reviewed annually by appropriate Committees. Independent annual inspection of playground risks by accredited specialist e.g. RoSPA  General Purposes Committee verify annually that risk assessments have been reviewed and all inspections have been undertaken.	
<b>Tanyard Hall</b>	Accidents to Staff/Public	M	First Aid Box in hall & kitchen.  Risk Assessment & regular inspections carried out.	
<b>Public Access Defibrillators</b>	Stolen/missing/not working	M	Regular inspections carried out to ensure heated boxes and defibrillators are in full working order and available for use by the public.  Monthly inspections, replace battery and pads on the defibrillators every two years or earlier if display indicates the need.	
<b>Claim against Council</b>	Council's reputation and possibly financially	L	Risk Assessments in place.  Public Liability Insurance cover in operation.	

## 8. CORONAVIRUS PANDEMIC

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
<b>Health and safety during Covid-19, or any other serious epidemic Extreme scenario (Lockdown)</b>	Infection risk to staff at the workplace	H	<ul style="list-style-type: none"> <li>Guidance issued and staff being set up to work from home, with new equipment purchased if necessary;</li> <li>Online meetings for staff, Councillors, contractors and members of the public when required</li> <li>Support system for staff - regular contact via zoom, telephone and WhatsApp group</li> </ul>	Clerk Chairman
	Infection risk to staff and contractors carrying out tasks e.g. cleaning toilets, clearing litter, grass maintenance	H	<ul style="list-style-type: none"> <li>Review of all cleaning and maintenance duties: e.g. public toilets closed and locked; play areas and fitness equipment closed and taped off</li> <li>Consider risks for individual grass cutting areas</li> <li>Consider furlough of staff if not possible to continue safe cleaning/maintenance</li> </ul>	Clerk Chairman
	Infection risk to public at Shere Parish Council owned or leased property such as public toilets, car parks, play areas, open spaces with seating	M/H	<ul style="list-style-type: none"> <li>Consideration be given to closure on a case-by-case basis based on government guidance and the most recent medical advice.</li> </ul>	Clerk Chairman
	Drop-in Centre risk of infection to staff, contractors, visitors and volunteers.	H	<ul style="list-style-type: none"> <li>Drop-in Centre is closed. Decision taken by Clerk and Chairman having taken a view with regard to the latest medical advice, and insurance implications</li> </ul>	Clerk Chairman Drop-in Centre Coordinator

Topic	Risk	L/M/H	• Management/control of risk	Review/Assess/Revise
<p><b>Health and safety during Covid-19, or any other serious epidemic</b>  <b>Less extreme scenario (social distancing)</b></p>	<p>Risk of staff/contractors being infected when they are in the workplace.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Consider if it is necessary for staff/contractors to be in the workplace as the risks for each epidemic scenario will be different; staff should continue to work from home if necessary</li> <li>• No personnel should return to work if exhibiting symptoms, during an isolation period, or if in quarantine</li> <li>• Provide Government Guidance on Guidelines to all staff (if/when available)</li> <li>• Display Government Guidance Compliance 'Staying COVID-19 Secure in 2020' (or that specific to epidemic) inside the Tanyard Hall, and on village notice boards</li> <li>• Screens separating staff/contractors must be used and desks separated</li> <li>• Maintain PPE stocks, hand sanitiser, soap, wipes and disinfectant</li> <li>• Cleaning and handwashing hygiene procedures &amp; stations in place/hygiene notices displayed</li> <li>• Frequent disinfecting of objects and surfaces that are touched regularly, door handles and keyboards</li> <li>• If cleaning after a known or suspected case of COVID-19 (or other significant health risk) then we should refer to the <a href="#">specific guidance</a>. [downloaded link attached]</li> </ul>	<p>Clerk Chairman</p>



			<ul style="list-style-type: none"> <li>Careful consideration be given to permitting non-essential personnel into the Tanyard Hall</li> <li>Review risk as situation evolves</li> </ul>	
	Public at risk of being infected whilst at the Tanyard Hall		<ul style="list-style-type: none"> <li>Careful consideration should be given to the latest medical guidance</li> <li>Visitors to be briefed at arrival on the safety precautions in place, and procedures that must be followed</li> <li>No one to be allowed entry if exhibiting symptoms, during an isolation period, or if in quarantine</li> </ul>	Clerk Chairman
	Infection risk to public at Shere Parish Council owned or leased property such as public toilets, car parks, play areas, open spaces with seating	L/M	<ul style="list-style-type: none"> <li>Consideration be given to reopening on a case-by-case basis based on government guidance and the most recent medical advice.</li> <li>Individual risk assessments for play areas/outdoor fitness equipment and toilets performed and agreed by full council before re-opening</li> </ul>	
	Drop-in Centre risk of infection to staff, contractors, visitors and volunteers	M	<ul style="list-style-type: none"> <li>Drop-in Centre is considered for reopening. Individual risk assessments for Drop-in centre performed and agreed by full council before reopening, having taken a view with regard to the latest medical advice, insurance implications and common sense, with the following extra considerations:</li> <li>Set up a temporary 'invitation only' or 'booking system' and consider splitting the opening hours into shorter sessions with fewer people</li> </ul>	Clerk Chairman Drop-in Centre Manager

			<ul style="list-style-type: none"> <li>• Consider use of social distancing table screens, 2m floor footprint markings/ floor tape, and extra volunteers and staff to help keep social distancing measures</li> <li>• Use outdoor space if possible</li> <li>• All surfaces, door handles, toilets etc to be cleaned down and sanitised before and after each session</li> <li>• Maintain levels of disposable gloves, face masks, aprons (PPE)</li> <li>• Visitors to be briefed at arrival on the safety precautions in place, and procedures that must be followed</li> <li>• No one to be allowed entry if exhibiting symptoms, during an isolation period, or if in quarantine</li> <li>• Temperatures to be taken for each attendee to the Centre using a remote hand-held thermometer – staff to consider use of PPE</li> <li>• Volunteers to be temperature checked prior to coming into contact with visitors</li> <li>• Volunteer drivers given procedural guidelines and PPE</li> <li>• Continually review the risk and management strategies as the situation evolves</li> </ul>	
	Risk of Legionella infecting stagnated water at Shere Parish Council property whilst water systems not in use	M/H	<ul style="list-style-type: none"> <li>• Before water is used, follow the Legionella Control Procedure as defined in the Health and Safety at Work Act (1974), and any updates to that guidance</li> </ul>	Clerk Drop-in Centre Coordinator Contractor

<b>Topic</b>	<b>Risk</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Decision Making</b>	Continuity of business during lockdown	H	<ul style="list-style-type: none"> <li>Delegation agreed to Clerk and Chairman</li> </ul>	Clerk
<b>Finance</b>	<ul style="list-style-type: none"> <li>Access to accounts software</li> <li>Ability to pay invoices</li> <li>Ability to pay staff</li> <li>Annual accounts, sign offs, Annual Return</li> </ul>	L	<ul style="list-style-type: none"> <li>Payments and accounts operated remotely and via email for authorisation. Consider training for additional staff to access accounts system should the RFO be unavailable</li> </ul>	Clerk Chairman
<b>Operations</b>	<ul style="list-style-type: none"> <li>Inability to carry out services</li> <li>Statutory duties to inspect play areas and attend to any maintenance</li> <li>Grass cutting</li> <li>Toilets cleaning and restocking</li> <li>Visits to TH, Meter readings, H&amp;S checks etc</li> <li>Council meetings</li> </ul>	H	<ul style="list-style-type: none"> <li>Closure of all play areas</li> <li>Notice on all play areas</li> <li>Payments and accounts operated remotely and via email for authorisation.</li> <li>Consider training for additional staff to access accounts system should the RFO be unavailable</li> <li>Replacement and inspection of equipment in play areas/seating areas where necessary</li> <li>Maintenance continued in play areas and SPC land if no risk to staff member</li> <li>Staff to display good social distancing guidance</li> <li>Toilets closed and locked</li> <li>Visits stopped or limited if necessary, virtual meetings to be used via Zoom</li> <li>Council meetings done by Zoom</li> <li>Meter readings done by staff members</li> </ul>	Clerk Assistant Clerk

Topic	Risk	L/M/H	• Management/control of risk	Review/Assess/Revise
<b>Communication</b>	Public confusion and misinformation	H	<ul style="list-style-type: none"> <li>• Details on Website</li> <li>• Posters on Noticeboards</li> <li>• Details on Facebook &amp; Nextdoor</li> <li>• Keep local volunteer co-ordinators informed via email</li> <li>• Email and phone call to those not on social media</li> <li>• Councillors kept updated regularly via Zoom and email.</li> </ul>	Clerk Assistant Clerk Drop-in Centre Coordinator