



SHERE PARISH COUNCIL

RISK MANAGEMENT POLICY & RISK REGISTER

REVIEWED & READOPTED	NEXT REVIEW DATE
9 th February 2023	February 2024

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 nine areas:

1. Finance
2. Old Fire Station public toilets
3. Contractors
4. Tanyard Hall & Drop-in Mornings
5. Governance & Management
6. Workplace
7. Vehicle Activated Sign
8. First Aid
9. 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.

1. FINANCE				
Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Precept	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	
Tanyard Hall Income	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	
Grants from G.B.C.	Grant not received	L	RFO check & reported to full council	
Investment Income	Loss of surplus funds due to bad investments	L	Policy reviewed annually. Diary note.	
Reserves – General	Inadequate to cover possible expenditure	L	Considered at Budget setting and all other Finance Committee meetings. Opinion of RFO also considered.	
Reserves – Earmarked	Inadequate to cover possible expenditure	L	Considered at Budget and at year end. Opinion of RFO sought. Diary note.	

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

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Best Value	Overspend on services	M	Ensure correct tendering for services. Quotes obtained prior to precept if possible.	
Salaries	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.	

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Direct Costs and overhead expenses	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.	
Grants & Support	No power to pay	M	Minute power/General Power of Competence Council verifies.	
Grants & Support	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.	
Election Costs	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.	

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
VAT irrecoverable	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.	
Financial Records	Inadequate records	L	Checked annually plus regular internal audit.	
Minutes	Failure to be accurate and legal	L	Reviewed by Council/Committee at following meeting.	
Members interests	Conflict of interest	M	Declarations of interest updated at each Council meeting with reminder note printed on agenda.	
RFO/Councillors committing fraud	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
Loss of money at bank	Parish Precept/public funds	L	Division of reserves between 4 banks/credit union spreads the risk to minimise financial loss. Financial Services Compensation Scheme covers up to £85,000 per authorised bank or building society	

2. OLD FIRE STATION PUBLIC TOILETS				
Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Access	Trip/Slip when entering	L	Disabled access available by slope. Annual inspection carried out by North Ward Councillors	
Flooring	Trip/Slip on wet floor	L	Examined daily by cleaner – notices erected when floor wet. Annual inspection carried out by North Ward Councillors	
Equipment	Electrical & plumbing failure	L	Caretaker/cleaner visit daily. Repairs carried out when required. Annual inspection	
Claim on Council Following accident to member of the public	Potential for claim against Council and possible prosecution	L	Insurance cover in operation. Health & Safety risk assessment reviewed annually	
Lone Worker Assault	Assault on Caretaker	L	None	
Fire & Accidents	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.	
Vandalism	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.	
Structure of Building	Falling debris on Staff/Public	L	Annual inspection carried out by a North Ward, General Purposes Committee Councillor or parish contractor.	

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

3. CONTRACTORS				
Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Toxocariasis	Infection	M	Rubber gloves worn and litter pickers used. Informed staff of equipment & protective clothing to be used	
Old Fire Station	Slipping on wet surfaces	M	Warning notices erected by contractor	
Needles drug paraphernalia HIV/Hepatitis Infection	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	
Litter and Broken Glass	Cuts/Infection Back Problems	M	Remove and dispose of using thick gloves and litter picker to prevent close contact with litter. and bending.	
Accidents	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	
Contracts	Employment issues	L	Contracts issued. Inland Revenue documents submitted when required. Must abide by Council's Health & Safety Policy – copy issued.	
Assault	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
Steep steps into hall.	Unsuitable for the disabled. Trip/Slip	L	<ul style="list-style-type: none"> 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 	
Flooring and Stairs	Trip/Slip	L	<ul style="list-style-type: none"> Stairs to be kept clear of objects. Carpets to be kept defect free. Spillages cleaned immediately. Ensure good lighting. Stairgates installed & checked regularly Annual inspection to be carried out by a member of the General Purposes Committee/Contractor 	
Overhead beams	Hitting head	M	<ul style="list-style-type: none"> Warning notices erected. 	
Equipment	Trip/Slip/damage to person	L	<ul style="list-style-type: none"> Equipment examined regularly. Repairs carried out when necessary. Annual inspection to be carried out by a member of the General Purposes Committee/Contractor 	
Electrical Equipment	Burns/Electrocution	L	<ul style="list-style-type: none"> Visual inspection monthly Circuit breakers installed. Door to electrical cupboard locked and clutter free. Annual inspection to be carried out by a member of the General Purposes Committee/Contractor and qualified electrician. 	Updated 2021

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Dangerous substances	Dangerous cleaning materials	L	<ul style="list-style-type: none"> • Dangerous cleaning materials kept in locked cupboard & key hung up high. • Dangerous substances clearly labelled. • Milder alternative products non-irritant purchased if possible. • Rubber gloves and long handles mops etc provided where necessary 	Updated 2021
Structure of Building & car park walls	Falling debris	L	Exterior of Building & inspection to be carried out by a member of the General Purposes Committee/Contractor and weekly by Clerk.	
Legionella	Risk to public health	L	Legionella Policy to be implemented by contractor.	
Car Park	Trip/Slip	L	<ul style="list-style-type: none"> • Examined regularly. Any problems rectified or car park closed if this is not possible. • Annual inspection carried out by General Purposes Committee 	
Trees in car park or garden	Being struck by fallen branches	L	<ul style="list-style-type: none"> • Examined regularly as per Tree Safety and Management Policy • Any problems rectified or car park closed if this is not possible 	
Collapse of upstairs floor	Severe injury	L	<ul style="list-style-type: none"> • 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 	
Leaving car park	Traffic accidents	L	All hirers advised to turn left when leaving car park.	

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Fire Equipment	Failure of equipment	L	Fire Alarm serviced every 6 months, Fire Extinguishers serviced every 12 months. Fire blanket and signs reviewed every 12 months.	
Fire	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	
Upstairs hall during drop-in session	Less abled person attempting the stairs	L	Stairgate closed and no entry sign put on it	
Medical emergency	Severe illness	M	<ul style="list-style-type: none"> • 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 	
Burn at drop-in session/or other visitors/staff	Burns from hot water or other substance	L	<ul style="list-style-type: none"> • Staff trained in risks of hot oils and procedure for cleaning surfaces. • Staff trained on handling hot water, boiler, hot plates, oven and coffee maker. • Relevant signage in kitchen • All staff to wear long sleeves/aprons. • Heat resistant gloves provided. • In the event of a burn call designated First Aider/emergency services • First aid kit in kitchen 	Updated 2021

Topic	Risk	L/M/H	• Management/control of risk	Review/Assess/Revise
Food Allergies	Visitors/staff consuming items which cause an allergic reaction	L	<ul style="list-style-type: none"> • Drop-in Centre Coordinator responsible for noting allergens and asking staff and attendees to declare allergies. • Nut-free zone 	
Food Poisoning	Visitors/staff consuming items which cause food poisoning	L	<ul style="list-style-type: none"> • All food must be fresh and prepared according to instructions. • Expiry dates checked on tea/coffee/food packets 	
Food Handling	Staff/volunteers frequent hand washing can cause Skin damage and some foods can cause skin allergies	L	<ul style="list-style-type: none"> • Use equipment and cutlery to handle food. • Use single use non-latex gloves. • Hands rinsed & dried thoroughly after task and provision of non-taint, nut oil free cream for moisturising. • Staff to report any dry, red or itchy skin on hands 	Updated 2021
Knives	Risk of cuts	L	<ul style="list-style-type: none"> • Staff and volunteers trained to handle knives. • Knives stored safely when not in use. • First aid box provided and first aider on site. • Staff and volunteers instructed not to use knives to remove packaging – suitable cutter provided 	Updated 2021
Manual Handling	Staff & volunteers at risk of injury such as strains or bruising from moving heavy/bulky objects	L	<ul style="list-style-type: none"> • Heavy items stored at low levels. • Staff trained to lift safely 	Updated 2021
Dogs	Risk of bite/scratch	L	<ul style="list-style-type: none"> • Owner always present • No UK banned breeds • Vigilance to ensure no overexcited or aggressive behaviour 	Updated 2023

	Allergy to dogs	L	<ul style="list-style-type: none"> Check with staff and attendees for allergies. 	
	Phobias/cultural differences	L	<ul style="list-style-type: none"> Check with staff and attendees that they are happy to have a dog in the room. 	
	Contamination in food	L	<ul style="list-style-type: none"> Owner to keep dogs away from kitchen and food in hall. All bedding, water bowls cleaned regularly. 	
	Faeces or urine accidents	L	<ul style="list-style-type: none"> Dogs to be taken out regularly to avoid accidents. 	
	Trip hazard from dogs, bowls bedding etc.	L	<ul style="list-style-type: none"> Owner to be vigilant and attendees made aware of their presence. Dogs or equipment should not block the emergency exits or in a throughfare. 	
	Trip hazard during evacuation	L	<ul style="list-style-type: none"> Dog is put on lead and removed calmly from the building by owner. 	
	Multiple dogs	L	<ul style="list-style-type: none"> Dogs to meet in neutral area to ensure calm meeting and acceptance prior to being in shared space 	
Holding events outside – review list above and apply when appropriate and consider the risks below, specific for outdoor sessions/events				
Entrance to garden	Visitors/staff tripping on step when entering garden	M	Small wooden ramp installed, staff to inspect every session.	
	Handrail becoming loose – causing someone to fall	L	Staff to check rail is secure weekly	
Trip hazards	Uneven variable surface – risk of tripping	L	Staff to be more aware of those less able and to encourage persons to remain on the patio if less stable.	

Cuts or infection	Litter/glass – risk of cuts of infection	L	Staff to check area for any litter prior to event and clear using suitable litter picking equipment.	
Insect bites	Bad reaction to insect bite	L	Call designated First Aider, first Aid kit in kitchen. Call ambulance if severe reaction.	
Hot weather	Risk of sun burn and dehydration	L	<ul style="list-style-type: none"> • Ensure tables and chairs are situated in the shade. • Consider additional sunshades – if not sufficient shade • Ensure plenty of drinking water is available 	
Theft	Risk of theft of belongings and security of hall	L	<ul style="list-style-type: none"> • Put up sign on the gate and on TH outside wall each event/session. • Staff to encourage attendees to keep belongings close. • Staff to have door to hall in sight if open and locked if out of sight. • When office empty – door locked if front door open. • Staff valuables locked in the office 	
Outdoor furniture	Risk of collapse	L	<ul style="list-style-type: none"> • Purchase sturdy furniture • Staff to ensure all furniture is properly erected and stable at every session. • Remove any unstable furniture. • Place furniture on patio if possible and if not make users aware. 	

5. GOVERNANCE & MANAGEMENT				
Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Lack of forward planning and budgetary controls	Lack of direction and prioritisation; insufficient funds to cover spend	L	Budget in operation and regularly reviewed.	
Poor reporting to council	Poor quality decision making Council becomes ill informed	L	Timely and accurate financial reporting. Clear instructions to staff. Matter raised at meeting	
Failure to keep proper financial records in accordance with statutory requirements	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.	
Failure to respond to electors' wish to right of inspection	Loss of confidence. Loss of reputation	L	Operating protocols set by Government & external auditor.	
Poor document control	Information not passed on in a timely manner. Deadlines missed. Lack of achievement	L	Clear job descriptions, training and review	
Failure to ensure that the Council complies with law in particular: *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	

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Failure of the provision of services being carried out under agency/partner agreements with principal authorities	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	
Failing to ensure that all business activities are within legal power	Illegal expenditure	L	Recording in the minutes the precise power/General Power of Competence under which expenditure is being approved	
Failure to provide proper, timely and accurate reporting of Council business in the minutes	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	
Failure to meet the laid down timetables when responding to consultation invitation	Affect reputation. Ineffectual involvement	L	Agenda to state closing date for responses.	
Council lacks relevant skills and commitment	Council fails to achieve its purpose. Decision making bypasses Council. Poor value for precept money.	L	Training for Councillors Close review of attendance	
Council becomes dominated by one or two individuals.	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council	L	Clear Standing Orders regarding conduct of meeting and conflict of interests	

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Councillors benefiting from being on the Council	Affect reputation Conflicts of Interest	L	Clear Standing Orders Code of Conduct adopted November 2020. Standards Board guidance issued to all members.	
Failure to register Members' interest, gifts etc	Member could make inappropriate gains Could affect reputations	L	Procedures in place for recording and monitoring Members' interests and gifts	
Lack of maintenance of Council owned land or property	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	
Damage or loss to Council owned property by third party or act of God	High cost of repair	M	Insurance cover. Police report or damage report Good fire alarm. Serviced bi-annually.	
Insufficient Insurance for physical assets owned by the Council – furniture, play equipment, benches etc.	Loss of Assets Disruption	L M	Maintain an up-to-date register of assets. Regular maintenance arrangements for physical assets	
Legal liability as a consequence of asset ownership	Damage to public property or person	L	Annual review of risk and adequacy of insurance cover	

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Damage to third party property or individuals, due to service or amenity provided	Claim against Council	L	Public Liability Insurance Comprehensive event planning. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate level	
Loss of funds through fraud or dishonesty	Loss of reputation	L	Clear financial procedures. Adequate insurance cover (Fidelity Guarantee)	
Inadequacy of Precept. Failure to ensure the adequacy of the annual precept is within the sound budgeting arrangements	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	
Problems due to borrowing or lending. Failure to provide sufficient banking arrangements, including borrowing or lending.	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/General Power of Competence	
Failure to use grants for intended purposes. Failure to ensure the proper use of funds granted to local community bodies under specific power, under S137 or General power of competence	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.	

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Loss of records	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)	
Cyber Security	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	
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.	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.	
Projects with third parties	Failure of a project due to breakdown of relationship with 3 rd Party (i.e., 3 rd party goes out of business/default on contract)	L/M	create a risk assessment prior to formal agreement, based on the consequences of the failure of 3 rd party	Added Feb 2022

6. WORKPLACE				
Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Workstation	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.	
Accident occurring in office	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
Lone Worker Assault	Assault on Clerk/Assistant to Clerk/Drop-In Coordinator	L	<p>Spy holes in doors. Entry system.</p> <p>Help can be summoned from neighbours/councillors/police</p> <p>Appointments by previous notification unless person known to Clerk/Assistant to Clerk/Drop-in Coordinator.</p> <p>Outdoor lighting provided.</p> <p>Solo protect identicom provided for site visits and unknown visitors to the office.</p> <p>Clerk works from home during hours of darkness when possible – home computer provided by Council.</p> <p>Clerk/Assistant to Clerk/Drop-in Coordinator to be accompanied when closing meeting venues late at night.</p> <p>Insurance cover in force.</p>	
Fire	Fire	L	<p>Fire precautions and equipment provided including fire alarm.</p> <p>Annual inspection to be carried out by General Purposes Committee.</p>	
Out of office	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.</p> <p>Clerk has personal alarm.</p>	
Dogs in office	See Drop-in Morning section			

7. Vehicle Activated Sign (VAS) Added February 2023

Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
VAS – Movement to different locations	Fall off ladder	M	<p>Ladder provided by council and inspected prior to use for suitability.</p> <p>Volunteer instructed on safe ladder use - https://www.hse.gov.uk/work-at-height/ladders/index.htm</p> <p>Work conducted in daylight hours only.</p> <p>Volunteer in good health before work conducted.</p> <p>Council insurance in place</p>	<p>Check ladder before every use.</p> <p>Review risk assessment every year</p>
	Road Safety	L	<p>Volunteer instructed to stay off the road.</p> <p>Volunteer given hi-vis jacket.</p> <p>Actions only carried out in daylight hours.</p>	
	Danger of moving heavy equipment	L	Volunteer to review documentation Health & Safety Executive on carrying heavy objects	
Vas Loss	Risk of being stolen	L	<p>Placed at a height that will require a ladder to remove.</p> <p>Lock on each VAS</p>	
	Risk of malfunction	L	<p>Inspected each time moved to ensure working condition.</p> <p>Batteries charged at Tanyard Hall when necessary – with designated equipment</p>	

8. ACCIDENTS & FIRST AID				
Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Accident	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.	
Tanyard Hall	Accidents to Staff/Public	M	First Aid Box in hall & kitchen. Risk Assessment & regular inspections carried out.	
Public Access Defibrillators	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. Weekly inspections carried out by Council Contractor and monthly inspections by Clerk/Assistant Clerk. Check as soon as possible if informed by The Circuit that the unit may have been used. Replace battery and pads on the defibrillators every two years or earlier if display indicates the need.	
	Public unaware of where they are causing a delay in treatment	M	Details of locations logged with The Circuit, so when somebody calls 999, they are directed to the box. Details on council website and parish magazine. Social media posts every three months with locations detailed	

Claim against Council	Council's reputation and possibly financially	L	Risk Assessments in place. Public Liability Insurance cover in operation.	
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9. CORONAVIRUS PANDEMIC

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

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

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

			<ul style="list-style-type: none"> • Consider use of social distancing table screens, 2m floor footprint markings/ floor tape, and extra volunteers and staff to help keep social distancing measures. • Use outdoor space if possible. • All surfaces, door handles, toilets etc to be cleaned down and sanitised before and after each session. • Maintain levels of disposable gloves, face masks, aprons (PPE) • Visitors to be briefed at arrival on the safety precautions in place, and procedures that must be followed. • No one to be allowed entry if exhibiting symptoms, during an isolation period, or if in quarantine. • Temperatures to be taken for each attendee to the Centre using a remote hand-held thermometer – staff to consider use of PPE. • Volunteers to be temperature checked prior to coming into contact with visitors. • Volunteer drivers given procedural guidelines and PPE. • Continually review the risk and management strategies as the situation evolves 	
	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"> • 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. 	Clerk Drop-in Centre Coordinator Contractor

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

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