

BILBROOK PARISH COUNCIL

Risk Assessment Report

ALLOTMENTS

Hazard	Control	Review	Likelihood of occurrence	Impact on council	Responsibility
Maintenance of allotment register	<ul style="list-style-type: none"> Maintain proper register ensuring all amendments are properly recorded. Ensure agreement completed and signed by all parties before occupation. Review agreement periodically to ensure the adequacy of conditions Advertise locally when vacancies and maintain a waiting list if oversubscribed Ensure compliance with GDPR (As detailed in Tenancy Agreement) 	Annually	Low	Low	Parish Clerk Allotment Cttee
Insurance cover	<ul style="list-style-type: none"> Ensure adequate policy cover Carry out periodical examinations of allotment environment to ensure that any conditions that might lead to personal injury are minimised and properly controlled 	Annually	Low	Low	Parish Clerk Allotment Cttee
Rent Collection	<ul style="list-style-type: none"> Maintain proper records of income received and banked Encourage electronic payment of rents Follow the defined procedure for outstanding monies Review allotment rents and charges annually as part of the budget process 	Annually	Low	Low	Parish Clerk Allotment Cttee
Accumulation of rubbish	<ul style="list-style-type: none"> Define responsibility for site control Allotments Committee to inspect the site twice a year. Enforce tenancy agreements 	Quarterly	Low	Low	Allotment Cttee Plot holders Parish Clerk
Untidy Plots / Site	<ul style="list-style-type: none"> Carry out site visits twice a year. Enforce tenancy agreements Notify allotment holder of the problem and serve notice where necessary Grass on the internal path and weeds on the front fence to be trimmed regularly 	Quarterly	High	High	Allotment Cttee Plot holders Parish Clerk
Vandalism of site	<ul style="list-style-type: none"> Regular monitoring of site Regular review of security and consideration of improvements to the site Liaise with local Police and instigate legal action against perpetrators where appropriate. 	Quarterly	High	Medium	Parish Council Parish Clerk Allotment Cttee
Loss/Damage to water supply	<ul style="list-style-type: none"> Faults to be reported to the Parish Clerk to organise rectification of faults Taps to be removed in October and re-fitted in March 	As required	Medium	Medium	Parish Clerk Workmen
Vermin	<ul style="list-style-type: none"> Enforce conditions of tenancy agreements Carry out periodical inspections Instigate appropriate action, if any, to deal with any identified problem 	As required	High	High	Parish Council Parish Clerk Allotment Cttee
Security	<ul style="list-style-type: none"> Ensure allotment holder responsibility is clearly defined in the tenancy agreement 	Annually	Medium	Medium	Plot Holders

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BUS SHELTERS

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Insurance	<ul style="list-style-type: none"> Ensure that all risks are reviewed annually Ensure that appropriate action is taken to provide cover for the coming year 	Annually	Low	Low	Parish Council F&P Committee Parish Clerk
Design & position	<ul style="list-style-type: none"> Ensure that design of all shelters is in keeping with the area, properly sited, approved by Highways and planning permission had been sought 	Annually	Low	Low	Parish Council Parish Clerk
Cleaning of shelters	<ul style="list-style-type: none"> Workmen to undertake an annual deep clean of the shelters. Workmen carry out monthly inspections and undertake cleaning where needed 	Annually	Medium	Low	Parish Clerk Workmen Open Spaces WP
Vandalism	<ul style="list-style-type: none"> Arrange regular inspections Liaise with local Police Instigate appropriate action against offenders 	Annually	Medium	Medium	Parish Clerk Workmen Open Spaces WP
Maintenance of Shelters	<ul style="list-style-type: none"> Ensure there is a schedule for periodic maintenance Maintain records of work carried out Carry out periodical inspections 	Quarterly	Low	Low	Parish Clerk Workmen Open Spaces WP

CAR PARKS

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Fly Tipping/Vandalism	<ul style="list-style-type: none"> Arrange regular site inspections Ensure any hazardous substances are properly dealt with All Fly-tipping to be reported to South Staffordshire District Council 	Annually	Low	Low	Parish Clerk Workmen
Risk of Slips / Trips	<ul style="list-style-type: none"> Arrange regular site inspections Ensure maintenance is carried out quickly and recorded. Regular collection of leaves in the Autumn Gritting of the path from the gate to Village Hall door when it snows or is icy Close Car Park if the weather is severe 	Annually	Low	High	Parish Clerk Workmen

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CCTV

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Breakdown of Equipment	<ul style="list-style-type: none"> Ensure an annual service of the cameras and recording equipment is undertaken by a qualified contractor 	Annually	Low	Low	Parish Clerk
Vandalism	<ul style="list-style-type: none"> Maintain efficient and effective security Maintain liaison with local enforcement agencies. 	Annually	Low	Low	Parish Clerk
Security	<ul style="list-style-type: none"> Arrange appropriate staff training Define responsibility for security/control of equipment (see CCTV Policy) Maintain asset register Make provision for urgent repairs Maintain security of the system 	Annually	Low	Low	Parish Clerk CCTV WP
Data protection	<ul style="list-style-type: none"> Annually undertake the ICO CCTV self-assessment. Follow CCTV policy for viewing of CCTV Footage 	Annually	Low	Low	Parish Clerk

CHAIN OF OFFICE

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Risk of loss/theft/fire/damage	<ul style="list-style-type: none"> Ensure chain is kept securely at the chairman's residence its location When worn for ceremonial events the chain should never be left unattended if it is not on the chairman's person. Ensure chain is adequately insured. 	Annually	Low	Medium	Parish Clerk Chairman

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CHANGING ROOMS

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Legionella	<ul style="list-style-type: none"> Ensure the legionella control policy is followed Log sheet to be retained for at least 5 years If a case of Legionella is suspected to have been contracted on the premises, it must be reported to the HSE. Any persons responsible for managing the risks associated with Legionella shall be competent to do so Review Legionella policy if there are significant changes to the water system Legionella training to be undertaken 	Annually	Low	Low	Parish Clerk
Injury due to unauthorised persons climbing on the roof	<ul style="list-style-type: none"> Signage to put up the wall The Parish Website should be used to warn of the dangers 	Annually	Low	High	Parish Clerk

DATA PROTECTION / FREEDOM OF INFORMATION

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
GDPR Breach	<ul style="list-style-type: none"> Undertake a regular audit of current procedures Ensure keep up-to-date with Legislation Formalise procedure for dealing with confidential data and any breaches. 	Annually	Low	Low	Parish Clerk Parish Council
Freedom of Information requests	<ul style="list-style-type: none"> Keep Freedom of Information Policy up-to-date Ensure keep up-to-date with Legislation Keep vexatious complaints policy up-to-date 	Annually	Low	High	Parish Clerk Parish Council

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EMPLOYMENT OF STAFF

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Employment Law	Issue contracts of employment to all employees Arrange a periodic review of staff contracts Maintain appropriate staff records	Annually	Medium	High	Parish Clerk F&P Committee
Lack of training	Arrange an annual review Regular staff appraisals to be completed highlighting training needs Ensure Workmen / Parish Clerk / Councillors receive regular training. Maintain a record of all training in training spreadsheet.	Annually	Medium	Low	Parish Clerk F&P Committee
Lone Working	Access to landline/ Mobile phone Annual review of the Lone Worker Policy Not to work alone when undertaking certain tasks e.g. using ladders Parish Office door locked when the Parish Clerk is working alone and business transacted via the hatch in the door. Staff to avoid taking unnecessary risks and to ensure someone knows where they are at all times.	Annually	Medium	High	Parish Clerk F&P Committee Workmen
Risk of injury due to litter picking	Wear a high visibility vest and protective gloves at all times. Only pick up litter using the picker supplied. Always walk on footpaths, towards the approaching traffic. Only litter pick from the road if litter can be reached from the footpath and no traffic is approaching. If broken glass is found, pick up as many pieces as possible with the picker and try to place it in the middle of other litter to prevent cutting the black plastic collection sack. If the remaining broken glass requires removal by sweeping, advise the Parish Clerk. Dispose of the collected bagged litter in the manner advised by the Parish Clerk	Annually	Medium	High	Parish Clerk F&P Committee Workmen
Risk of injury due to clearing Snow	Ensure gloves are used when spreading grit. Workmen issued with anti-slip soled boots	Annually	Low	High	Parish Clerk F&P Committee Workmen
Risk of injury from mounting, relocation, Collection of Data and checking Mobile Vehicle Activated sign (MVAS)	Read the SWARCO manual before moving MVAS A minimum of two workmen, using safe lifting techniques to move the MVAS Use the ladder of appropriate height securely-footed Hi-Vis jackets, steel toecap boots and gloves to be worn when moving the MVAS / Collecting Data and checking MVAS and Post Avoid moving the MVAS in wet weather conditions to avoid slips, trips and falls and in sunny conditions to avoid prolonged exposure to strong sunlight	Annually	Low	High	Parish Clerk F&P Committee Workmen

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Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Risk of injury from Billy Goat LB352 Vacuum	<p>Ensure that anyone operating the vacuum has read the instruction manual</p> <p>The vacuum should only be used for collecting leaves.</p> <p>Ensure that the vacuum is maintained as set out in the user manual.</p> <p>The engine must be stopped and allowed to cool before refuelling.</p> <p>Petrol should be stored in a jerry can only and secured when not in use. All spillages should be cleaned up immediately.</p> <p>Ear protectors, a mask, safety gloves, steel toecap boots and goggles should be worn at all times when using the vacuum.</p> <p>Empty the bag frequently to prevent overloading with more than can be lifted.</p> <p>Do not place the bag near a hot surface such as the engine</p> <p>Remove debris from the bag before storing the vacuum.</p> <p>Ensure that the car park is empty when clearing the leaves</p> <p>Stop using equipment if it is defective and report this to the Parish Clerk</p>	Annually	Low	High	Parish Clerk F&P Committee Workmen
Risk of injury from Petrol Strimmer	<p>Read the instruction manual before use</p> <p>Ensure that the strimmer is maintained as set out in the user manual.</p> <p>Ensure all guards are in place and effective before using.</p> <p>The engine must be stopped and allowed to cool before refuelling</p> <p>Ear protectors, strimmer helmet, safety gloves, steel toecap boots and goggles should be worn at all times.</p> <p>Keep hands clear of engine and exhaust</p> <p>Never leave strimmer running when unattended</p> <p>Try to trim when areas are not busy. Never trim near members of the public.</p> <p>Switch off immediately if approached by members of the public. If areas get busy, cease work and return at a quieter time.</p> <p>Always trim to reduce debris flying out into public areas. In particular, avoid trimming next to gravel paths or loose surfaces.</p> <p>Stop using equipment if it is defective and report this to the Parish Clerk</p>	Annually	Low	High	Parish Clerk F&P Committee Workmen
Covid-19 Risk	See separate risk assessment				

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FINANCIAL MANAGEMENT

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Customs & Excise Regulations	<ul style="list-style-type: none"> Ensure that VAT is properly administered/recorded (see HMRC Notice 749) Complete and submit VAT claims promptly and regularly 	Annually	Low	Low	Parish Clerk F&P Committee
Incurring expenditure without proper authority	<ul style="list-style-type: none"> Follow the Financial Regulations Record the powers under which expenditure is being approved Regular staff appraisals to be completed highlighting training needs 	Annually	Low	Low	Parish Clerk F&P Committee
Inland Revenue Regulations	<ul style="list-style-type: none"> Maintain records of all income tax, national insurance deductions from pay. Submit monthly returns to Inland Revenue through Basic Tools Arrange prompt payment of sums due 	Monthly	Low	Low	Parish Clerk F&P Committee
Maintenance of assets	<ul style="list-style-type: none"> Ensure all acquisitions and disposals are accurately recorded Carry out periodic inventory checks 	Annually	Low	Low	Parish Clerk Open Spaces WP F&P Committee
Setting of Precept	<ul style="list-style-type: none"> Ensure that presentation to committee/council follows an agreed timetable Ensure that precept is set as a result of a full report Review all charges made by the Council Ensure that effective budget monitoring is in place throughout the year 	Monthly	Low	Low	Parish Clerk F&P Committee Parish Council
Financial Management	<ul style="list-style-type: none"> Maintain and review Standing Orders/Financial regulations Ensure that appropriate insurance cover is in force Annual Internal and External Audits 	Annually	Low	Low	Parish Clerk F&P Committee Parish Council
Expenditure	<ul style="list-style-type: none"> All expenditure to be subject to sound budgetary control All payments to be authorised by 2 members, approved by council and recorded in the minutes Cheque counterfoils/online payments to be checked against invoices 	Monthly	Low	Low	Parish Clerk F&P Committee
S137	<ul style="list-style-type: none"> All expenditure to be recorded separately in Edge Financial Software Ensure expenditure does not exceed statutory limitations 	Monthly	Low	Low	Parish Clerk F&P Committee
Income	<ul style="list-style-type: none"> Ensure receipts are issued for all income Ensure regular reporting to Council 	Monthly	Low	Low	Parish Clerk F&P Committee
Cash	<ul style="list-style-type: none"> Ensure prompt recording and banking of cash received. Petty Cash is to be counted periodically by a member of the F&P Committee 	Annually	Low	Low	Parish Clerk F&P Committee
Bank Reconciliation	<ul style="list-style-type: none"> The bank reconciliation to be checked and signed by the chair of the finance & Personnel committee and minuted at the next Parish meeting. 	Annually	Low	Low	Parish Clerk F&P Committee Parish Council

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FLAGPOLE

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Inspection and Maintenance	<ul style="list-style-type: none"> When the flag is changed the following to be checked: <ul style="list-style-type: none"> Foundation and ground anchor bolt are secure Pole for signs of wear, fatigue, bending or failure Halyards for signs of fraying or wear through UV ageing Cleats and fittings for any damage Finials and rotating arms for stability Wear and tear on the flags - replace if worn Annually lower the pole to clean to remove dirt to be undertaken by the workmen 	As necessary	Low	Low	Parish Clerk Open Spaces WP

I. T.

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Loss of/damage to electronic data arising from unauthorised use/hacking	<ul style="list-style-type: none"> Restrict use through the use of passwords. Change passwords periodically Anti-virus and firewall software installed. 	Annually	Low	Low	Parish Clerk
Loss of electronic data through Theft/fire, damage, corruption, crash of computer.	<ul style="list-style-type: none"> Electronic files stored on the Clerk's Laptop. Automatic back-up of files using Microsoft OneDrive (cloud-based storage) Back-up is taken to external hard-drive weekly and stored in Parish Office in the fireproof safe Edge Financial Software is hosted remotely and backed-up daily Payroll data backed up automatically when the HMRC Basic Tools software is used each month Only licenced software is used 	Annually	Low	Medium	Parish Clerk
Laptop / Printer failure	<ul style="list-style-type: none"> Consider an IT support contract 	Annually	Low	Medium	Parish Clerk

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LAND / OPEN SPACES

Hazard	Control	Review	Likelihood of Occurrence	Impact on council	Responsibility
Litter/Fly tipping	Carry out periodical site inspections Provide adequate facilities	As necessary	Low	Low	Parish Clerk Workmen
Maintenance of land	Define responsibility for maintenance Ensure service contracts are properly in place Maintain a record of inspection Ensure appropriate expenditure is budgeted	Annually	Low	Low	Parish Clerk
Tenancy	Ensure all necessary tenancy agreements are in place Ensure all fees are collected promptly	Annually	Low	Low	Parish Clerk
Public Injury	Ensure sufficient liability cover is in place Ensure all disclaimer notices are in place Ensure all risks to the public are minimised and eliminated where possible	Annually	Low	High	Parish Clerk

PLAY AREA / MUGA / SKATEPARK / OUTDOOR GYM EQUIPMENT

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Inspection	Ensure all equipment is assessed at least weekly Ensure adequate equipment damage insurance is in place Ensure any faulty equipment is taken out of public use Arrange for timely repairs Ensure ring-fenced reserves for repairs Arrange for an annual inspection by the play inspection company and the recommendations considered.	As required	Low	Medium	Parish Clerk Open Spaces WP
Maintenance of records	Ensure weekly Inspection tick lists are completed by staff understating weekly inspections.	As required	Low	Low	Parish Clerk Caretakers
Public Injury	Ensure sufficient liability cover is in place Ensure all disclaimer notices are in place Ensure all risks to the public are minimised and eliminated where possible	Annually	Low	Low	Parish Clerk Open Spaces WP
Vandalism	Arrange regular inspections Liaise with local Police Instigate appropriate action against offenders	As required	Medium	Medium	Parish Clerk Caretakers Open Spaces WP
Covid-19 Risk	See separate risk assessment for the play park				

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OFFICE ACCOMMODATION

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Provision of office	Ensure any financial requirements are included in the budget	Annually	Low	Low	Parish Clerk Parish Council
Injury from Electrical Equipment	Ensure PAT testing is completed as per legislation (Twentyman) Ensure any faulty equipment is removed/repaired Report any issues promptly Arrange for periodic inspections of equipment	As necessary	Low	Low	Parish Clerk Twentyman Cttee
Public Injury	Ensure sufficient liability cover is in place Ensure all disclaimer notices are in place Ensure all risks to the public are minimised and eliminated where possible	Annually	Low	Low	Parish Clerk Parish Council
Use of portable electric heater – the risk of fire or tripping	<ul style="list-style-type: none"> • Heater used only as a last resort • The heater is plugged directly into an electrical outlet. • The heater is not left unattended. • The heater is turned off and unplugged when not in use, and at the end of each business day. • The heater is placed away from blinds, furnishings and other combustible materials. • The heater must not be placed under a desk. • The heater should be positioned at least a metre away from Staff • Flex should not trail across the floor • Ensure PAT testing is completed as per legislation • Ensure any faulty equipment is removed/repaired • Report any issues promptly • Arrange for periodic inspections of equipment 	Annually	Medium	High	Parish Clerk Twentyman Cttee

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PLAY AREA / MUGA / SKATEPARK / OUTDOOR GYM EQUIPMENT

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Inspection	Ensure all equipment is assessed at least weekly Ensure adequate equipment damage insurance is in place Ensure any faulty equipment is taken out of public use Arrange for timely repairs Ensure ring-fenced reserves for repairs Arrange for an annual inspection by the play inspection company and the recommendations considered.	As required	Low	Medium	Parish Clerk Open Spaces WP
Maintenance of records	Ensure weekly Inspection tick lists are completed by staff understating weekly inspections.	As required	Low	Low	Parish Clerk Caretakers
Public Injury	Ensure sufficient liability cover is in place Ensure all disclaimer notices are in place Ensure all risks to the public are minimised and eliminated where possible	Annually	Low	Low	Parish Clerk Open Spaces WP
Vandalism	Arrange regular inspections Liaise with local Police Instigate appropriate action against offenders	As required	Medium	Medium	Parish Clerk Caretakers Open Spaces WP

WAR MEMORIAL

Hazard	Control	Review	Likelihood of Occurrence	Impact on Council	Responsibility
Budget provision	Ensure any financial requirements are included in the budget	Annually	Low	Low	Parish Clerk Open Spaces WP
Inspection and Maintenance	Ensure regular inspections are carried out Report any issues promptly Ensure a schedule of regular maintenance Clean the war memorial and surrounds before Remembrance Day	As necessary	Low	Low	Parish Clerk Open Spaces WP
Public Injury	Ensure sufficient liability cover is in place Ensure all disclaimer notices are in place Ensure all risks to the public are minimised and eliminated where possible	Annually	Low	Low	Parish Clerk