**PART G – RISK ASSESSMENT STATEMENT**

STAUNTON COLEFORD PARISH COUNCIL

ANNUAL RISK ASSESSMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Likelihood | Highly likely (3) | Medium (3) | High (6) | High (9) |
| Possible (2) | Low (2) | Medium (4) | High (6) |
| Unlikely (1) | Low (1) | Low (2) | Medium (3) |
|  | Negligible(1) | Moderate (2) | Severe(3) |
|  | | Impact | | |

Basis of assessments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AREA** | **RISK** | **LEVEL** | | **CONTROL**  **(*and agreed improvements*)** |
| Assets | Protection of physical assets | L | 2 | All physical assets, including land, are detailed on the asset register which is updated annually in line with the insurance renewal, and when assets are acquired / disposed of.  Insurance values increased annually by RPI & reviewed every 4th year |
|  | Land | L | 4 | All deed and Land Registry certificates in safe keeping. All land inspected regularly and subject to site-specific. |
|  | Maintenance of buildings, notice boards, benches | L | 2 | Regular inspection. All assets inspected on a rota basis at least every 6 months.  Log and report actions needed |
|  |  |  |  |  |
| Finance | Banking | L | 1 | No cash. Cheques banked within 7 days of receipt |
|  | Loss of cash through theft, dishonesty | L | 1 | No cash transactions |
|  | Financial controls | L | 2 | Monthly reconciliation of bank statements. Quarterly ‘in-house’ checks. Internal and external audits. |
|  | Compliance with HMRC (VAT) regulations | L | 2 | VAT claims submitted regularly, included in ‘in-house’ checks |
|  | Sound budgeting | L | 2 | Detailed budget process starts in Autumn from which precept derived. Quarterly checks throughout the year. |
|  |  |  |  |  |
| Liability | Risks to third party, property or individuals | M | 4 | Insurance in place. Open spaces checked monthly.  Log and report actions needed |
| Employer liability | Comply with employment law | M | 2 | Insurance in place. Membership of NALC, SLCC |
|  | Comply with HMRC (Inland Revenue) requirements | L | 2 | Council operates PAYE system for staff salaries. |
|  |  |  |  |  |
| Legal liability | Ensuring activities are within legal powers | L | 2 | Clerk clarifies legal position on any new proposal. Legal advice sought where necessary |
|  | Proper and timely reporting via the minutes | L | 2 | Council meets monthly, minutes published with 10 days and approved at following meeting. Minutes available by e mail and on web site |
|  | Document control | M | 4 | Legal documents stored in fire proof cabinet in Clerk’s home and village hall. All computer files backed up twice daily to a remote site.. |
|  |  |  |  |  |
| Councillor propriety | Register of Interests and gifts and hospitality | L | 1 | Register of Interests completed and available for public inspection. Updated annually |
|  |  |  |  |  |
| Business continuity | Clerk’s unplanned absence | L | 2 | Chairman has details of computer passwords, banking details including passwords, web site passwords, keys held and padlock combinations |
|  | Continuity Plan | L | 2 | Clerk’s monthly activities, inputs and outputs to be used in Clerk’s absence. Details held by Chairman |
|  | Clerk’s unplanned absence | L | 2 | Additional costs of sick or other paid leave, advertising for a replacement, employing temporary staff. Considered annually with reference to the level of uncommitted reserves available to meet expense. |
|  |  |  |  |  |
| Meetings | Emergency evacuation | M | 4 | Chairman to indicate emergency exits and assembly points at the start of each meeting. |

This risk management statement was considered by the Parish Council on 12/1/2021 and will be reviewed again in 12 months.

Signed – Clerk…………………………………………………..

Chairman…………………………………………….

**SUPPLEMENTARY RISK MANAGEMENT**

1. COSHH ASSESSMENT

Not applicable

2. DISPLAY SCREEN EQUIPMENT

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| SPACE  Is there sufficient space with enough storage to enable easy access to the workstation (Legal minimum 11 cubic metres per person)? | ✓ |  |
| LIGHTING AND POWER  Is the lighting suitable for the user?  Has glare and reflection from light fittings, windows and walls been avoided from the screen?  Have desk lamps (or other local task lighting) been supplied where necessary?  Are flexible cables safe (ie not trailing)? | ✓  ✓  ✓  ✓ |  |
| NOISE  Is the equipment noise low enough not to distract attention or disturb speech? | ✓  ✓ |  |
| TEMPERATURE AND HUMIDITY  Is the temperature at the workstation at least 16oC (following the first hour of work commencing)?  Is the temperature maintained at a level that ensures operator comfort?  Have all sources of excess heat (those likely to cause injury or discomfort to operators) been eliminated or suitably controlled?  Is the air around the workstation comfortable (ie not too dry)?  Does the user feel thirsty within an hour of starting work? | ✓  ✓  ✓  ✓  ✓ |  |
| DISPLAY SCREEN EQUIPMENT  Is the screen image stable?  Is the brightness/contract control easily adjusted?  Does the screen tile and swivel easily? | ✓  ✓  ✓ |  |

3. DISASTER RECOVERY PLAN

1. Loss of electronic and paper data. Chairman has access to passwords for laptop and back-up to enable electronic records to be recovered. Paper loss irrecoverable.
2. Loss of office premises. Alternatives freely available.
3. Failure of Council’s bank. Covered by Government guarantee to £85000 (adequate)
4. Loss of Clerk. Locum to be sought from GAPTC.

FURTHER ACTION

Detail here further action considered necessary following this assessment.

GENERAL RISK ASSESSMENT

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| --- | --- | --- |
| **ACTIVITY** | **RISK** | **MEASURES TO MIMNIMISE** |
| Working alone at home | LOW | Normal H&S precautions |
| Travelling alone, visiting someone’s home | LOW | Advise responsible person where to & expected return time |