**BARROWBY PARISH COUNCIL**

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**RISK ASSESSMENT**

Risk assessment is a systematic examination of working conditions, workplace activities and environmental factors that will enable an organisation to identify all potential risks. The risk assessment is based on a recorded assessment to enable the organisation to take all the practical and necessary steps to reduce or eliminate risks insofar as is practically possible. This document has been produced to enable the Parish Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimize them. In conducting this exercise, the following plan was followed:

1. Identify the areas to be reviewed.
2. Identify what the risk may be.
3. Evaluate the management and control of the risk and record all findings.
4. Review, assess and revise if required.

The Council resolved to accept the Risk Review and the resultant actions at the meeting held on:

Signed: Chairman Date:

Signed: Clerk & RFO Date:

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| **Subject** | **Risks Identified** | **Rating** | **Management of Risk** | **Review/Assess/Revise** |
| Health and Safety | * Slips & Trips in the Pavilion, Reading Room or Burial Ground. | Low | Car park surfaces, access road, footpaths and Low Field grassed areas are inspected regularly and corrective works undertaken as necessary.  Pavilion top car park has lighting.  Temporary hazard signs erected when tiled floors in Pavilion are wet.  Spillages cleaned as required by users.  Regular mowing of grassed areas.  Awareness of mud from sports activities at the Pavilion.  Exterior lighting on pavilion with 10 min timer for use outside lighting times.  Users are reminded not to use the Burial Ground at night due to the lack of lighting.  Paths at Burial Ground are inspected and moss treated as necessary.  Headstones are inspected and the owner alerted and made safe if in imminent danger of toppling.   * Employees and volunteers to wear suitable footwear (flat, closed-toe shoes) and appropriate clothing, including protective gloves, whilst working. | New lighting to be installed on footpath between Low Road and Low Field. Scheduled Autumn 2024  Burial Ground paths need inspecting.  Headstones need inspecting. |
|  | * Working at height | Low | Only people who work at height are contractors or Caretaker. Step ladders are available for use by Caretaker who has been briefed on correct use.  Regular inspection of step ladders. | May need to replace large step ladder in RR |
|  | * Moving vehicles on the Pavilion and Burial Ground site | Low | Most users are required to use bottom car park. Access to Pavilion top car park is for approved persons only (thus restricting number of vehicle movements).  Regular spot checks undertaken on driver behaviour and speed humps installed on access road to reduce vehicle speeds.  All users briefed on these requirements.  Vehicular access at the Burial Ground is limited due to its location. Contractors are reminded to exercise caution and to be vigilant for visitors if driving on the site. |  |
|  | * Grave Digging in the Burial Ground | Medium | Digging is conducted by a trained and competent contractor.  Tools must not be placed/stored within 1.0 m of the edge or the grave to prevent top edge erosion and tools being accidentally pushed into the grave.  Open graves or excavations to be safely and securely covered to prevent members of the public and staff from falling into the excavation.  The contractor to use a mechanical digger if appropriate to minimise the risk of injury through manual digging. |  |
|  | * Risk of contact with contaminants in the Burial Ground – when opening existing graves for subsequent burials | Low | All digs including exhumations subject to local site-specific risk assessment before operations commence.  All known site hazards e.g. soil conditions or underground services and assessed hazards e.g. weather conditions or infection likelihood made available to contractors. |  |
|  | * Hazardous substances used for cleaning – burns, spillage. | Low | Cleaner/Caretaker aware of correct procedures for use and storage. Chemicals stored in Caretaker store.  Routine household cleaning items used.  Football pitch marking fluid – non-hazardous. |  |
|  | * Electrical equipment – risk of electric shock | Low | Regular inspections undertaken by Caretaker and records maintained and corrective actions taken as necessary.  Sockets have safety covers fitted (provided by Preschool).  Whole electrical installation maintained regularly by Electrical Contractor and annual PAT testing undertaken. |  |
|  | * Gas Equipment – boiler malfunction | Low | Gas equipment not accessible by users. Equipment serviced annually by registered Gas Fitter.  Ensure stored items not obscuring boilers. |  |
|  | * Manual Handling – lifting and moving items | Low | Wheeled trollies to move chairs.  Chairs to be stacked no less than 6 and no higher than 7 per stack.  Tables have wheeled trollies for storage and transportation. |  |
|  | * Fire | Low | Fire Risk Assessment undertaken and necessary actions completed. Fire Safety Plan is in Pavilion and regular users briefed. Ad hoc hirers briefed by Caretaker on opening of Pavilion and Reading Room. | Fire Safety tests conducted in October at both RR and Pavilion. |
|  | * Litter and Waste | Low | Low Field has waste bins and Dog waste bins.  Waste disposal arrangements in place for weekly emptying of bins and bags (Pavilion and Reading Room).  Employees and volunteers to exercise caution when picking litter as it may contain hazardous items such as broken glass. Protective gloves to be worn. |  |
|  | * Lone Working and Security – inability to respond to emergencies | Low | Ensure good health of employees.  Employees to secure buildings when working alone.  Employees to contact available resources or Emergency Services in case of urgent need.  Volunteers and contractors working in the Burial Ground to carry mobile phones.  Employees and volunteers to adhere to the Lone Working policy. |  |
|  | * Public Areas Inspection – challenge to authority | Low | Employees to call Police in case of threat to personal safety. |  |
|  | * Display Screen Equipment – risk of eye strain/RSI | Low | Periodic DSE assessments to be carried out by the Clerk, RFO and Assistant Clerk and corrective action taken as necessary. |  |
| Precept  Financial Records  Banking  Reporting & Auditing  Cash  Direct Costs  Grants  (payable)  Grants  (receivable)  Best Value  Salaries  Employers Annual Return  Employees  Employer Liability  Councillors  Election  Data Protection & Freedom of Information Act  VAT  Compliance with Legislation, Financial Regulations & Code of Conduct  Legal Powers &  Minutes, Agendas, Notices, Statutory Documents  Personal, Prejudicial and Pecuniary Interests  Insurance  Assets inc.  Playing Field & Play Park  Noticeboard & Meetings  Parish Council Official Records & Papers  Electronic Records  Data Other | * Adequacy of Precept * Precept requirements not submitted to the District Council * Precept not received by Parish Council * Inadequate Records * Financial Irregularity * Inadequate Checks of Receipts/Invoices/Bank Records/Reconciliations * Bank Mistakes * Loss * Charges unnecessarily incurred * Information, Communication & Compliance * Loss through theft or dishonesty * Goods/Services not supplied but invoiced * Invoice incorrect * Cheque payable incorrect * Cheque payable to incorrect party * Unpaid invoices      * Power to issue grants and authorisation * Receipt of Grants * Work awarded incorrectly resulting in accusations of commercial favouritism and overspending * Wrong hours paid * Wrong rate paid * Wrong deductions of NI/Tax * Loss of Key Personnel/Absence Cover * Failure to Comply with the Law * Allowances * Costs * Risk of an election cost * Non Compliance with the Act * Publication Scheme * Maintain records and VAT receipts. * Re-claim within timescales * Lack knowledge of regulations and codes. * Lack of training. * Absence Standing Orders * Illegal Activity or Payment * Accuracy of Minutes * Business Conducted Legally * Safe storage of records * Conflict of Interests * Adequacy * Cost * Age related restrictions * Loss or Damage * Risk/Damage to third party property of individuals * Risk/Damage/Injury to third parties * Health & Safety * Loss through theft/fire/damage * Keeping records in accordance with statutory requirements * Loss through theft/fire/damage * Corruption, virus or computer breakdown * Security Breaches | Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Medium  Low  Low  Low  Low  Low  Low  Low  Low  Low  Medium  Low  Low  Low  Low  Medium  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low | To determine the amount of precept required by the Parish Council annually, the RFO with the Clerk prepare a budget, taking into account all anticipated expenditure and projects, increases in costs, any cash balances and subsequently determines from this the amount of precept required from the District Council. This draft budget is overseen by the Finance Committee. A full review of the budget is undertaken by Parish Councillors at the Parish Council meeting in December/January. The Parish Council then formally resolves upon the precept amount and the RFO makes the request formally in writing as the Responsible Financial Officer of the Parish Council to South Kesteven District Council in line with their stated deadline (end January). The Parish Council are advised in April of each year of the annual precept figure which is transferred directly into the Parish Council’s bank account from SKDC in two payments, 6 months apart.  The Council has Financial Regulations which are reviewed annually at the Annual Parish Council meeting which set out the requirements and working framework. A copy of the Financial Regulations is given to all new Councillors and is available from the Clerk if required.  The RFO pays all monies received into the Parish Council bank accounts. Payments are made online from the bank account. The RFO is authorised to have administrative contact with the bank and the RFO’s place of work will be the correspondence address for bank correspondence, statements and other bank paperwork. The RFO undertakes bank reconciliations on a monthly basis to ensure that all receipts and payments are in order. A monthly bank reconciliation, bank statement, summary of finances to date, list of payments and income should be presented at each monthly Parish Council meeting.  An internal audit (auditor appointed by the Parish Council) is conducted bi-annually and an external audit (auditor appointed by the Audit Commission) is conducted annually on the financial records. Results are presented to the Parish Council and must be advertised and made available to the public as required by legislation and are therefore available for inspection from the RFO at a date and time specified by the RFO.  A cash petty cash system is not in operation thus negating this risk. Insurance cover against financial loss is mandatory.  Following approval of expenditure by the Parish Council, the RFO verifies orders with suppliers. Following satisfactory receipt of the service/goods, the invoice values are verified payment is made by the RFO. A note of income/expenditure and payments to be made is provided for each Parish Council meeting and Councillors have read only access to the Scribe accounting system. The Chair signs the bank reconciliation and bank statement. The invoices and Finance documentation are retained by the RFO in the Parish Council records.  All such expenditure is to be approved, ratified and minuted in advance.  All items to fall in line with those allowable under S137 expenditure or other regulatory powers.  If a grant were applied for and successfully obtained, the terms and conditions of the grant would need to be considered and adhered to.  The Parish Council would normally seek three quotations for any work required to be undertaken in line with proper tendering procedures for goods obtained in accordance with scheme laid down in Financial Regulations and Standing Orders.  An annual review of salaries is undertaken by the Finance Committee and salary increases must be borne in mind when preparing the budget. Timesheets should be submitted to the Clerk on a monthly basis. Salary details are emailed to Autela Payroll Services who produce payslips and a summary of payments, including any payments due to HMRC, and these form part of the payment listing at each Parish Council meeting. The Clerk, RFO, Assistant Clerk, Caretaker and Litter Picker have a contract of employment and job description, a copy of which is held in Parish Council records. Autela Payroll Services complete the necessary submissions to HMRC in respect of deductions within the appropriate time limit to avoid penalties. Autela payroll services will ensure that the Parish Council are legally compliant.  The Clerk, RFO, Assistant Clerk and Caretaker provide basic cover in each other’s absence.  Autela Payroll Services will submit the Employer’s Annual Return and submits to HMRC within the prescribed time frame on annual basis to avoid penalties.  The Parish Council has a Staffing Committee to deal with employment issues. The Clerk will act as Line Manager to other employees (except the RFO) but will consult with the Staffing Committee in relation to all employment issues.  No formal allowances are allocated to Parish Councillors, however, where an out of pocket expense has been incurred, this will be reimbursed back to the Parish Councillor upon completion of an expenses claim sheet with expense receipts attached. These are authorised by the Parish Council and reimbursement is by an online payment.  The Parish Council should give consideration to building up an appropriate budget to cover the costs for a contested election as part of the budgetary preparations for the precept.  The Parish Council has adopted a model publication scheme which sets out what information is available, by what means and the associated cost of providing that information, should a member of the public exercise their rights of inspection. This should be displayed on the village website and/or noticeboard.  The RFO analyses any VAT charged on purchases within the expenditure of the Council and maintains all VAT receipts within Parish Council records. The RFO produces a VAT refund analysis and makes an annual claim to HMRC for recovery of the amounts. The refund is received via BACS transfer and the RFO notifies the Parish Council at the next available meeting. All documentation in relation to the process is maintained in Parish Council records.  The Clerk, RFO and Assistant Clerk should be provided with relevant training, reference books and access to assistance and legal advice to carry out the role. Parish Councillors should also be provided with training wherever applicable (whether new training or refresher training). The Parish Council is a member of LALC, which is a source of information and training.  Standing Orders should be in place and reviewed annually.  All activity and payments within the power of the Parish Council are to be resolved upon and minuted at the full Parish Council or relevant Committee meeting.  Notes are produced by either the Clerk, RFO or Assistant Clerk and are circulated to Councillors and Committee members where appropriate for comment prior to the meeting, and then approved at the next available meeting. Once signed off by the Chairman as an accurate record, the notes become formal Minutes and official legal documents. Copies of signed minutes are maintained by the Clerk, RFO or Assistant Clerk and kept in Parish Council records. Summons and Agenda of all meetings are produced in the prescribed format and within the prescribed timeframe and issued to Members of the Council or Committee. Approved Minutes, Notices and Agendas are uploaded to the Parish Council website for public referral and displayed on the Parish noticeboard within the prescribed timeframes.  Historic signed minutes should be stored in a fireproof filing cabinet.  A standard agenda item at all meetings is to declare any personal, prejudicial or pecuniary interests they may have and need to disclose in respect of any matters under discussion. In the interests of transparency and openness Members should always declare their interests at each meeting either at the beginning or when an item is being considered or when they realise they have an interest. Register of Interest forms should be reviewed and updated by individual Members and re-submitted within 28 days if any change occurs.  Under the Localism Act if a Councillor has a DPI then they cannot participate in any discussion or any vote on that matter (unless a dispensation has been granted). To do so would be to commit a criminal offence with a possible fine or prison sentence if convicted.  Gifts and hospitality should also be disclosed in the interests of transparency and openness.  A register of Members’ interests is held by the Clerk and kept up to date.  An annual review of insurance should be undertaken, shortly before the date of renewal, of all insurance arrangements to ensure best value and adequate cover. The policy should also reviewed throughout the year in the event of changes to assets, a claim or specific incident, new or high risk events or at the recommendation of the Internal Auditor.  Parish Council to be aware that there may be age-related restrictions of Personal Accident cover in the insurance policy.  An assets register is kept and a review should be undertaken at the time of the insurance policy renewal or at the Annual Meeting of the Parish Council. The asset register should also be reviewed throughout the year in the event of loss of assets, new assets and other changes affecting the register.  Assets should be correctly insured.  Regular maintenance inspections should be conducted and records should be held by the Clerk with Parish Council records.  Annual safety check of play equipment by RoSPA or similar qualified company.  Regular maintenance and health and safety checks are required. Adequate insurance should be in place.  The Clerk, RFO and Assistant Clerk are mindful of roadside/pedestrian safety when accessing the noticeboards.  The Parish Council and other Committee meetings are held in the Reading Room and Pavilion. The Parish Council considers the facilities are adequate from a Health & Safety perspective for the Clerk, RFO, Assistant Clerk, Councillors. Committee members and attending members of the public and press.  The Parish Council official records and papers are stored at the home of the Clerk, RFO or Assistant Clerk or within the Parish Council records store at the Reading Room. Original signed minutes are to be kept in perpetuity as they are a formal legal record and should be stored in a fire-proof filing cabinet. Some historic minute books are stored at Lincolnshire Archives.  The Parish Council electronic records are stored on the Parish Council laptops. Back up is provided by the Cloud. Passwords to access the laptops and PC email account and online banking are to be kept private and confidential. IT set up and end user support is provided by a specialised company.  A copy of usernames, access codes and passwords should be written down and stored in a sealed envelope to be kept **unopened** by the Chairman in the event of an emergency. |  |