

## Draycott and Church Wilne Parish Council Parish Rooms / Financial and Administration - Risk Assessment

Activity	Potential Hazards	Risks posed	Control Measures	Risk Level High (H), Medium (M), Low (L)	Additional measures
Use of the Parish Rooms Building	Access to and from the building	Injury to members of the public	Doorways are clearly positioned and lighting (including emergency lighting) is provided. Obstructions are not allowed to block access routes. Access ramps are in place for users with limited mobility as is the disabled toilet	L	Clerk conducts monthly inspection of doors, windows and outside of the building for signs of damage / wear and tear
Fire in the Parish Rooms	Smoking / fires	Injury to members of the public	The parish rooms are a no smoking area and appropriately signed. Emergency exits are clearly marked and should not be obstructed at any time. Fire extinguishers are provided and inspected	L	

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Adopted November 2018. Last review and adoption May 2022. Next Review May 2023

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			annually. Fire action notices are displayed. Users should have their own emergency action protocol		
First Aid	Incorrect application of first aid / no first aid materials	Injury to members of the public	An appropriate first aid kit is located in the clerks office, together with an accident reporting book. All incidents / copy of the accident report should be provided to the clerk.	<b>M</b>	The clerk has undertaken Emergency First Aid at Work training (October 2019)
Consumption of food at the Parish Rooms	Safety and hygiene	Injury to food preparers, injury to people consuming food	The premises include a kitchen for use by the hirers / employee. Users are responsible for ensuring that food is prepared safely and hygienically, and that the kitchen is left in a clean and tidy condition	<b>L</b>	

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Use of hazardous substances	Cleaning materials	Injury to members of the public	All cleaning materials are stored in a locked cupboard, including any substances subject to CoSHH regulations. Normal use of cleaning materials is solely by Parish Council employee / contractors	<b>L</b>	
Slipping, Tripping, Falling in the Parish Rooms	Cables on the floor	Injury to members of the public / employees / councillors	All cables across the floor have safety rubber and a visual inspection of all cables is conducted to ensure that they are not a hazard	<b>L</b>	
Use of water in the Parish Rooms	Legionella disease	Injury to members of the public	The clerk performs weekly 5 minutes running of all water outlets. A volunteer (qualified) tests on a monthly / quarterly and annual basis to reduce the risk of Legionella Disease. Annual check	<b>L</b>	

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			of stop taps to ensure that they are working		
Use of electrical equipment	Electric shock / fire from faulty electrical equipment	Injury to members of the public, employees, councillors	Annual PAT testing of all electrical items	<b>L</b>	
Assets	Under insurance	Financial issues	Review all assets by the council in May and when the insurance policy is renewed in September each year	<b>L</b>	
Budgeting council finances	Overspending	Financial Issues / theft	The budget is reviewed by the council on a monthly basis. The council approves the precept in accordance with standing orders / financial regulations. The chairman's allowance is approved annually	<b>L</b>	

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Conduct	Councillors do not follow the Code of Conduct  Employee / contract misconduct	Bring the council into disrepute, legal issues, reputational issues	Adoption by the Councillors of the Code of Conduct, Financial Regulations, Standing Orders, Data Protection / GDPR, Equal Opportunities, Disciplinary and Grievance, Freedom of Information, Complaints Procedure, Register of Interests are completed and updates and any declaration of councillor's interests are minuted	L	Any Councillor code of conduct issues will be immediately referred to the Monitoring Officer at EBC  Any employee / contractor misconduct issues will follow the disciplinary procedures
Expenditure	Incorrect payments, theft, fraud	Financial Issues / theft	All payments are approved by the Council. All cheques are signed by the clerk and 2 councillors. Online payments are set up by the clerk and authorised by 1 councillor (the other signs the schedule prior	L	

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			to authorisation) Expenditure levels for tenders etc including in the standing orders. No cash payments or petty cash. Any cash received by the clerk is banked on the same day		
Income	Theft	Financial issues / Theft	All income is banked on the day of receipt and intact. No monies are kept on the premises overnight	<b>L</b>	
Banking	Theft / incorrect accounting	Financial issues / Theft	Reconciliation carried out monthly and presented to councillors. Full bank statements to cash book reconciled quarterly with a councillor who is a member of the finance committee. Banking		

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			arrangements reviewed annually. The clerk plus councillors on the Finance and GP Committee have access to online banking.		
Insurance	Injury to member of the public or damage to Parish Council property / equipment	Under insured, insurance refusal to settle a claim	Reviewed annually by the council on renewal date. Adequate cover to be provided for the following risks: <ul style="list-style-type: none"> <li>• Employers liability</li> <li>• Money</li> <li>• Fidelity guarantee</li> <li>• Loss of revenue</li> <li>• Officials indemnity</li> <li>• Libel and slander</li> <li>• Personal accident</li> <li>• Legal expenses</li> </ul>	L	
Legal Documents	Lost / damaged	Loss of evidence of ownership / legal information	All legal documents are kept in the safe	L	

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Cemetery Documents	Lost / damaged	Loss of evidence of ownership / legal information	All cemetery records are kept in the fireproof safe. All records are in the process of being stored electronically	<b>L</b>	
Electronic records	Lost / damaged	Loss of evidence, records	All records are stored securely on the cloud. Emails are stored in IMAP format so can be accessed from any system	<b>L</b>	
Keys	Lost	Burglary	List of keyholders for the council owned property / gates are kept in the Parish Rooms office	<b>L</b>	
COVID	Meeting room / office	Transmission of COVID-19	The council will follow all current government guidelines with regards to social distancing and use of council premises and will re-act	<b>M</b>	Use of Antibacterial screen wipes Use of Antibacterial hand gel Clerk's work will be based from home / office according to the current guidelines. Council meetings will be held according to current guidelines. And the

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			accordingly as rules are relaxed or tightened		use of the building will be dictated by current guidelines. Gloves and antibacterial spray for cleaning surfaces / door handles etc will be used as will any track and trace procedures as per guidelines