

# **Donhead St Andrew Parish Council Risk Assessments**

**Adopted: Unknown**

**Last Approved Review Date: 15/05/2020**

**Next Review Date: May 2021**

**Current version: 1.1**

- 01 Office safety / security
- 02 Selection / appointment of sub-contractors
- 03 Management of sub-contractors
- 04 Litter picking
- 05 Grounds maintenance / Cemetery
- 06 Financial

## DONHEAD ST ANDREW PARISH COUNCIL

### RISK ASSESSMENT: 01 - Office safety and management Procedures

	Probability				Impact		
<b>OFFICE SAFETY and MANAGEMENT:</b>	High	medium	low		High	medium	low
a. Open and transparent			✓				✓
b. Keep others informed			✓				✓
c. Maintain public access			✓				✓
d. Post minutes of meetings			✓				✓
e. Keep accounts			✓			✓	
f. Conduct annual audit			✓				✓
g. Business Continuity			✓		✓		
h. Mismanagement of personal data			✓			✓	

**PERSONS AT RISK:** Councillors – a, b, e, f, g and h.

General public – c, d, g and h.

<b>ACTION REQUIRED:</b>		<b>ACTION?</b>
<u>Maintain index of filing system</u>	Maintain a file register	To be implemented
<u>Computer procedures</u>	Establish back up routine.	USB drive used monthly as a minimum.
<u>Administrative procedures</u>	Establish office opening and closing procedures for Councillors and members of the public during public access times.	Very informal office hours – restricted to prior arrangement with the Clerk.
<u>Minutes of meetings</u>	Post minutes of all meetings.	Draft minutes on notice board and on website.
<u>Accounts</u>	Establish accounting routine for all transactions.	In Place.
<u>Health and Safety issues</u>	Maintain record of any health and safety issues that are not accidents / incidents; reporting at full meetings.	To be recorded in minutes
<u>Business Continuity disrupted due to sudden loss of Clerk</u>	All key tasks are listed and access to logins and passwords are held by the Chairman.	Clerk to update this information.
<u>Business Continuity disrupted due to national emergency</u>	Scheme of Delegation adopted to allow Clerk to make individual decisions in line with the Council's Standing orders and Financial regulations if necessary.	In Place.
<u>Management of Personal Data (GDPR)</u>	Ensure Privacy notice visible on website and personal data held (electronic and paper) to be reviewed on an annual basis.	Personal data is redacted where necessary. Clerk to review emails to delete personal information held that is no longer necessary.

## DONHEAD ST ANDREW PARISH COUNCIL

### RISK ASSESSMENT: 02

#### Selection and Appointment of Sub-Contractors

	Probability				Impact		
	high	medium	low		high	medium	low
<b>SELECTION and APPOINTMENT OF S/Cs:</b>							
a. Competence /workmanship		✓				✓	
b. Safety record		✓				✓	
c. Working in public areas		✓				✓	
d. Working alongside traffic		✓				✓	
e. Known dangers & risks			✓				✓
f. Financial loss	✓				✓		
g. Unclear duties / responsibility	✓				✓		
h. Unclear specification		✓				✓	

**PERSONS AT RISK:**

- Sub-contractors – a, b, d, e, g and h.
- General Public – b, c and d.
- Parish Council – e, f, g and h.
- Council Tax payers – f, g and h.

Note: the 'Action Required' should be moderated to take account of size of the company or contractor being employed.

<b>ACTION REQUIRED:</b>		<b>ACTION?</b>
<u>Contractors</u>	Seek advice and recommendation when compiling list of sub-contractors.	Noted
	Select a list of 3 sub-contractors or as specified in current Financial Regulations.	Noted
<u>Enquiry document</u>	Be clear and concise.	Noted
	State what is to be done; where, when, how and by whom. Document to include, for example, a sketch map giving locations and a list of duties and responsibilities.	Noted
	Document to contain a statement of risks and responsibilities to be carried by the sub-contractor, including a clear statement on public liability insurance.	Noted
<u>Quotations</u>	Verify that all sub-contractors have quoted on the same terms.	Noted
	Tabulate rates and prices for discussion (by sub-committee if appropriate) for recommendations to full parish Council meeting.	Noted
<u>Selection</u>	Parish Councillors to select.	Noted
<u>Appointment</u>	Parish Clerk to appoint.	Noted
<u>Information to be provided to sub-contractor</u>	Contact details for queries and invoicing. Mechanism for incident reporting. Known dangers and risks associated with the project. Location of any utilities. Key dates for work and/or completion.	Noted
<u>Information to be provided by sub-contractor</u>	A statement of the competency of the personnel being used. A copy of their safety policy. A copy of their C.O.S.H.H. assessment for the work being carried out – for storage and handling of materials. A copy of the noise assessment. A copy of their Employer's Liability Insurance. A copy of their Public Liability Insurance.	Noted

	A copy of their risk assessments and method statements.	
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## DONHEAD ST ANDREW PARISH COUNCIL

### RISK ASSESSMENT: 04 - Litter Picking

	Probability				Impact		
<u>Lanes other than the A30:</u>	high	medium	low		high	medium	Low
a. Working alongside traffic	✓				✓		
b. Flying debris			✓			✓	
c. Broken glass / hazardous items, i.e. syringes		✓				✓	
d. Injury – thorns etc		✓			✓		

**PERSONS AT RISK:** Councillors and volunteers – a, b, c and d.

<b>ACTION REQUIRED: (Above all use common sense!)</b>		<b>ACTION?</b>
<u>Councillor and volunteer protection and safety</u>	Clothing and equipment to consist of: Stout footwear High visibility waistcoat preferable, otherwise distinctive, 'loud' coloured clothing Industrial style gloves and Litter picker Dogs, dubious characters etc. Potentially hazardous waste.	Provision of high visibility vests (or alternative), litter pickers and suitable gloves – to be worn / used at all times.  No lone working; mobile 'phone to be available. No intervention – leave and report to Clarence.
	All items of clothing and equipment to be inspected a week before any litter picking; the Clerk being notified if replacements needed.	Noted.

<u>Public safety</u>	Take care in public areas not to leave implements such that accidents may occur.	Noted.
<u>Litter Collected</u>	Pick litter into bags provided by the Parish Clerk and leave at a pre-determined location; Parish Clerk to arrange collection as appropriate.	For 'large scale collections' – the Clerk will arrange a pick up point with WC Street Scene manager.

## DONHEAD ST ANDREW PARISH COUNCIL

### RISK ASSESSMENT: 05 - Grounds Maintenance / Cemetery

[Only applicable if contracts not let]

	Probability				Impact		
<b>GRASS MOWING / HEDGE &amp; SHRUB PRUNING:</b>	high	medium	low		high	medium	low
a. Contact with rotating blades			✓				✓
b. Flying / falling debris		✓				✓	
c. Collision with obstacles		✓					✓
d. injury from lack of appropriate clothing							
e. injury from 'volunteer' equipment							
f. Public injury from volunteer actions							
g. Injury sustained from unstable memorial Headstones			✓		✓		

#### PERSONS AT RISK:

General Public – b, f and g.

Sub-contractors – a, b, c, d and g.

Volunteers – a, b, c, d, e, f and g.

<b>ACTION REQUIRED:</b>		<b>ACTION?</b>
<u>Volunteer protection</u>	Volunteers to be equip themselves with all appropriate clothing and safety equipment, i.e. stout footwear, gloves and goggles	Noted
<u>Equipment</u>	To be assessed for effectiveness and faults prior to any work taking place.	Noted
		Noted
<u>Public Injury</u>	Work to stop if the public close by, OR, warning notices placed in prominent places	Volunteers to note
<u>*****</u>	When such work is outsourced, Councillors need to decide whether each contractor or company needs to submit a risk assessment sheet as part of the quotation. This decision to be made by full council prior to the contract being awarded; the criteria to take account of the size and nature of the work involved and whether the contractor has adequate public liability insurance.	Noted
<u>Injury resulting from unstable Headstones</u>	Training course to be attended by Clerk and Chairman to allow them to effectively inspect headstones and put in place an inspection/management procedure.	Noted – Will be actioned when course available.

## DONHEAD ST ANDREW PARISH COUNCIL

### RISK ASSESSMENT: 06 - Finance

<b><u>FINANCE:</u></b>	<b>Probability</b>				<b>Impact</b>		
	high	medium	low		high	medium	low
a. Budget setting - Inadequate funding and reserves			√				√
b. Budget monitoring – under or over expenditure		√				√	



c. Lack of procedural knowledge – VAT, precept application, payroll, pensions			✓		✓		
d. Fraud and theft – cheque signing, income collection and petty cash			✓		✓		
e. Inadequate systems		✓				✓	
f. Procedural queries			✓				✓
g. Clerk / RFO integrity			✓		✓		

**PERSONS AT RISK:** Councillors - a, c, d, e, f and g.  
Wiltshire Council - c and e.  
Council Tax Payers – a, b, c, d, e, f and g.

<b>ACTION REQUIRED:</b>		<b>ACTION?</b>
<u>Budget setting</u>	Consideration by a minimum of 2 Full council meetings.	In place.
<u>Budget monitoring</u>	Minimum of quarterly monitoring at full council meetings.	In place.
<u>Lack of procedural knowledge</u>	RFO/Clerk to make full use of training/advice offered by WALC, SDC and HMRC.	Noted.
<u>Fraud and theft</u>	Minimum of 2 councillors to authorise each cheque, counterfoil and invoice; invoices for faster payments; DD mandates for regular payments. With regards to the Clerk's Council Debit card, the clerk is limited to £500 withdrawal as per Financial regulations 6.17 and all bank transactions are given to Councillors for retrospective approval at each subsequent Full Council Meeting. The Clerk's monthly salary payment will not be authorised by her husband who is currently a Councillor signatory on the bank account but by the other Councillor signatories.	In place.
	Issue receipts at time of cash collection.	As appropriate.
<u>Inadequate systems</u>	Appoint competent Internal Auditor and provide current 'Governance and Accountability for Local Councils'.	In place.
<u>Procedural queries</u>	Consult WALC for indemnified advice.	As appropriate.
<u>Clerk / RFO integrity</u>	Collection of written references. Insurance.	Done. In place.