

Risk Assessment Schedule

Kingmoor Parish Council:

Date of review of risk assessment schedule: 10/11/2020

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Kingmoor Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

PHYSICAL RISKS TO COUNCIL MEMBERS, EMPLOYEE & MEMBERS OF THE PUBLIC

What are the hazards?	Who might be harmed and how?	Risk rating High H Medium M Low L	What is being done to control this risk?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Site visits Site specific hazards	Council Members, employee	L	Obtain site induction where possible Site Regulations must be adhered to Take notice of all signage and adhere to all instructions	Make everyone aware of the risks and action to take. Provide all new councillors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk	Every 6 months
Site visits Persons may slip, trip or fall on uneven/worn surfaces or be hit by falling debris	Council Members, employee	L	To be aware of where you are walking; uneven surfaces, potholes, overhanging branches, traffic etc. Hard hats and appropriate footwear and clothing must be worn at all times whilst on a construction site	Make everyone aware of the risks and action to take. Provide all new councillors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk	Every 6 months
Site visits Persons may not be seen easily by vehicles on site	Council Members, employee	M	To wear appropriate PPE equipment (high visibility clothing, suitable footwear, hard hat if appropriate)	Make everyone aware of the risks and action to take. Provide all new councillors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk	Every 6 months

What are the hazards?	Who might be harmed and how?	Risk rating High H Medium M Low L	What is being done to control this risk?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
<p>Play-ground Inspections Persons may slip, trip or fall on uneven/worn surfaces Persons may injure themselves on play equipment</p>	<p>Council Member, employee, Members of the public</p>	<p>L</p>	<p>To be aware of where you are walking; uneven surfaces, potholes, overhanging branches, traffic etc. Wear appropriate footwear and clothing.</p> <p>Inspections carried out by trained councillor identify any maintenance requirements which are brought to full council.</p>	<p>Make everyone aware of the risks and action to take. Provide all new councillors with a copy of the risk assessment schedule.</p> <p>Review on a bi-annual basis</p>	<p>Clerk</p> <p>Councillor</p>	<p>Every 6 months</p>
<p>Spread of Pandemic such as Covid- 19</p>	<ul style="list-style-type: none"> That people are not kept up to date with correct information. Council Member, employee, Members of the public Employee affected; for example extra mental health pressures, have to self-isolate, need time off to look after someone else are not clear on reporting procedures in case of sickness and do not recognise signs and 	<p>L</p> <p>L</p>	<p>Queries to the Council from the public to be signposted to Clerk. Clerk and Councillors to be made aware of Risk assessment. Advice from National and Local sources to be posted on notice boards and the website. Clerk to oversee risk assessments for all services.</p> <p>The Clerk</p>	<p>Make everyone aware of the risks and action to take. Provide all new councillors with a copy of the risk assessment schedule.</p> <p>The Clerk already works from home and home working measures already addressed. Clerk is aware of sickness absence policy and symptoms of Covid 19. If Clerk unable to attend a meeting the meeting will be minuted by the Vice-Chair. If prolonged sickness absence occurs CALC will be asked to provide a locum clerk. The Chair / Vice Chair will maintain contact with the Clerk.</p>	<p>Clerk</p>	<p>Weekly during pandemic. Every six months when no pandemic.</p>

	<p>symptoms of the virus;</p> <ul style="list-style-type: none"> • Council unable to meet meaning decisions are delayed or unlawful 	<p>L</p>	<p>Councillors, Council staff</p>	<p>High Consequence Infectious Disease Policy adopted by council in March with delegated powers for the Clerk and Chairman to be utilised until meetings resume. NALC and CALC will provide advice and the Clerk to be proactive about asking for advice when needed. Virtual meetings to be held to ensure essential business is conducted, Council purchased Zoom subscription until face to face meetings can reoccur. Agar approved at July meeting. Planning working group to be held over the phone.</p>		
	<ul style="list-style-type: none"> • Risk to Council services – grounds maintenance not upkept. Other contractors not able to fulfil obligations. Playground open risk of spread of Covid amongst families. 	<p>L</p>	<ul style="list-style-type: none"> • Council staff • Volunteers • Councillors • Contractors • Members of the community 	<p>Grounds maintenance service ongoing, Clerk request updates from contractors and consider any action required, Playground closed in line with national guidance. When playground re-opened full separate risk assessment was conducted and approved by full council. See playground risk assessment. Clerk to keep up to date with latest official information and advise council of any changes which may impact on services.</p>		

	<ul style="list-style-type: none"> • That members of our community are at risk • Local lockdown is implemented 	<p>L</p> <p>L</p>	<p>Members of the community</p> <p>Everyone</p>	<p>Clerk to update official guidance on website and notice boards is safe to access notice boards.</p> <p>All government advice will be followed and relevant information to be made public</p>		
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FINANCIAL AND MANAGEMENT RISKS

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Clerk to Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Carlisle City Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary and at least on an annual basis.
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements Bi-monthly bank reconciliation provided at every council meeting.	Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	Cheques to employee and HMRC signed and approved at council meetings. Included in bank reconciliation.	Existing procedure adequate.

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Clerk to Review/Assess/Revise
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. Employee to be provided adequate direction and safety equipment needed to undertake the role	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	Annual Return is completed and submitted with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures adequate
Minutes/ agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair Minutes and agendas are posted on the website.	Existing procedures adequate. Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members' interests forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Clerk to Review/Assess/Revise
Data protection	Policy provision	L	The Parish Council has a Data Protection Policy, a Data Privacy notice, Subject Access Request Policy and a Data Breach Policy in place which are reviewed annually. The Parish Clerk attended training in March 2018 on the New General Data Protection Regulations and all parish councillors have been made aware of the GDP Regulations and have been given a checklist on what to do with personal data.	Existing procedures adequate and comply with new legislation.
Freedom of Information	Policy Provision	L M	The Council has a Publication scheme in place. To date there has been no requests under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	Monitor any requests made under FOI
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Trees	Damage	L	A walk around the footpaths on all areas of common land will be undertaken by members on an annual basis and after a storm. The Council has adopted a Tree policy which outlines what the council will be required to do in the event of a tree requiring attention and further inspection.	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Notice Boards / Benches	Risk of damage	L	The Parish Council currently has 5 notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. The venue has a health and safety risk assessment undertaken on an annual basis.	Existing procedures adequate

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Clerk to Review/Assess/Revise
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored in a lockable cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at his home. Electronic data is backed up on external hard drive.	Existing procedures considered adequate