**1**

**Sydling St Nicholas Parish Council Risk Assessment**

**Notes**

***“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”*** Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the

employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

 Identify the areas to be reviewed.

 Identify what the risk may be.

 Evaluate the management and control of the risk and record all findings.

 Review, assess and revise if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FINANCE AND MANAGEMENT** | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Business continuity | Risk of Council not being able to continue its business due to an unexpected or tragic circumstance | L | All files and recent records are kept at the Clerk’s home. The Clerk makes regular back-ups of files to an external hard drive. | Existing procedures adequate. Review when necessary. |
| Precept | Adequacy of precept  Requirements not submitted to MBC Amount not received by MBC | L L L | The Council reviews the Precept requirement annually at the November or December meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Dorset Council. This figure is submitted by the Clerk in writing to Dorset Council.  The Clerk informs Council when the monies are received (approx April time). | Existing procedure adequate. |
| Financial records | Inadequate records Financial irregularities | L L | The Council has Financial Regulations that set out the requirements. | Existing procedure adequate.  Review the Financial Regulations when necessary. |
| Bank and banking | Inadequate checks Bank mistakes Loss  Charges | L L L L L | The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts.  The Clerk reviews the Councils banking arrangements regularly. Online banking now set-up and will be reviewed | Existing procedure adequate.  Monitor the bank statements Monthly.  Will consider setting up dual payment authorisation |

1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FINANCE AND MANAGEMENT** | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Reporting and auditing | Information communication Compliance | L M | A budget monitoring statement is produced before each Council meeting with the agenda and discussed and approved at the meeting. A full list of payments and receipts and cheques to be signed is provided at the meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented at each meeting.  Council should regularly audit internally to comply with the Fidelity Guarantee. | Existing communication procedures adequate. |
| Direct costs Overhead expenses Debts | Goods not supplied but billed Incorrect invoicing  Cheque payable incorrect Loss of stock  Unpaid invoices | L L L L L | The Council has Financial Regulations that set out the requirements.  At each Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. Council approves the list of retrospective and intended payments. | Existing procedure adequate.  Review the Financial Regulations when necessary. |
| Grants and support - payable | Power to pay  Authorisation of Council to pay | L | All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. | Existing procedure adequate. |
| Best value Accountability | Work awarded incorrectly Overspend on services | L M | As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. | Existing procedure adequate.  Review Financial Regulations regularly. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FINANCIAL AND MANAGEMENT** | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Salaries and assoc. costs | Salary paid incorrectly Wrong deductions of Tax & Unpaid Tax | L L L L L L | Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid monthly by standing order. The Tax and NI contributions due are reported to the Council and signed off bi-monthly. PAYE is accounted for monthly and reported via the analysis of expenditures | Existing appointment and payment system is adequate. |
| Clerk | Loss of Clerk Fraud  Actions undertaken Health & Safety | L L L L | The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. | Include in financial statement when setting precept.  Existing procedure adequate.  . Monitor working conditions, safety requirements and insurance regularly. |
| Election costs | Risk of an election cost | L/M | Risk is higher in an election year. The Parish Council make provision by annual contribution to an election Reserve Fund | Existing procedure adequate. |
| VAT | Re-claiming/charging | L | The Council has Financial Regulations that set out the requirements. | Existing procedure adequate |
| Annual return | Submit within time limits | L | Employer’s Annual Return is completed and submitted online and to the Inland Revenue within the prescribed time frame by the Clerk.  Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit. | Existing procedures adequate. |
| **FINANCIAL AND MANAGEMENT** | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Legal powers | Illegal activity or payments | L | All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings. | All activities and payments Minuted. |
| Council records - paper | Loss through: theft, fire, damage | L ML | The Parish Council records are stored at the home of the Clerk. Records  include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. | Damage (apart from fire) and theft is  unlikely and so provision adequate. Deeds/leases kept off site |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Council records - electronic | Loss through: Theft, fire, damage  Corruption of computer | L M | The Parish Council’s electronic records are stored on a Council computer at the Clerk’s home. Back-ups of the files are taken at regular intervals on to external hard drive.  . | Existing procedure adequate. |
| Insurance | Adequacy Cost Compliance  Fidelity Guarantee | L L L M | An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place. | Existing procedure adequate. Review insurance provision annually.  Review of compliance. |
| Freedom of Information Act | Policy Provision | L M | The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk’s time. | Monitor and report any impacts of requests made under the FOI Act. |
| Meeting location | Adequacy Health & Safety | L M | The Parish Council Meetings are held at the Village Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. | Existing location adequate. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASSETS** | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Street Furniture, Play Area Equipment and Open Spaces | Loss or Damage Risk/damage to third party(ies)/property | L L | Separate risk assessments | Existing procedure adequate. Review insurance requirements annually. |
| Noticeboards | Risk/damage/injury to third parties  Road side safety | L L | Parish Council has three notice boards sited in the bus shelter, inspected regularly by Chairman- any repairs/maintenance requirements brought to the attention of the Parish Council. . | Existing procedure adequate. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LIABILITY** | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Legal Powers | Illegal activity or payments  Working Parties taking decisions | L  L | All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted.  Ensure established with clear terms of reference. | Existing procedure adequate.  Monitor on a monthly basis. |
| Minutes/Agendas/ Notices/Statutory documents | Accuracy and legality Business conduct | L L | Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements.  Minutes are approved and signed at the next Council meeting.  Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair. | Existing procedure adequate. Guidance/training to Chair should be given (if required).  Members to adhere to Code of Conduct. |
| Public Liability | Risk to third party, property or individuals | M | Insurance is in place. Risk assessments regularly carried out to comply with requirements. | Existing procedures adequate. Ensure risk assessments are carried  out. |
| Employer Liability | Non compliance with employment law | L | Undertake adequate training and seek advice from the Dorset Association of Local Councils. | Existing procedures adequate. |
| Legal Liability | Legality of activities  Proper and timely reporting via Minutes  Proper document control | M L  L | Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves Minutes at bi-monthly meetings.  Retention of document policy in place. | Existing procedures adequate. |
|  | | | | |
| **COUNCILLORS’ PROPRIETY** | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Members interests | Conflict of interest  Register of Members interests | M M | Councillors have a duty to declare any interests at the start of the meeting. Register of Members Interest forms to be reviewed regularly by Councillors. | Existing procedure adequate. Members to take responsibility to update their Register. |

|  |
| --- |
| **Sydling St Nicholas Parish Council Risk Assessment for PLAY PARK** |

***“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”***

Risk assessment is a systematic general examination of conditions AND environmental factors that will

enable the SSNPC to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the

SSNPC should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making

sure, that the General Public are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken

adequate steps to minimise them. In conducting this exercise, the following plan was followed:

Identify, the area (The Play Area) to be risked assessed.

Identify the potential risks.

Evaluate, manage and control of the risk and record all findings.

Review, assess and revise if required **ITEMS HIGH LIGHTED IN RED REQUIRE REMEDIAL ACTION TO REDUCE RISK**

**HIGH LIKELEY SEVERE INJURY MAY CAUSE DEATH / MEDIUM POSSIBLE SIGNIFICANT INJURY / LOW UNLIKELY** MINOR INJURY

THE PLAY EQUIPMENT HAS BEEN INSTALLED WITH THE SAFETY OF CHILDREN PARAMOUNT BY An ACCREDITED COMPANY. TBC

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | **FINANCE AND MANAGEMENT** | | | | | |
| **Subject** | **Risk(s) Identified/ Injury** | | | **H / M /L** | **Management/Control of Risk/ Remedial action as required to reduce risk.** |  | **Risk after control H/M/L** | **Review/Assess/Revise** |
| Access to Play park | Gate not secure Risk of children leaving park without supervision and also stray dogs entering. | | | M | Finger entrapment risk removed July 2020  Spring closing time adjusted by contractor July 2020 |  | L | Inspect Gate and fencing weekly and record |
| Covid-19 risks | Users of play park contracting or transmitting Covid-19 | | | L | Social distancing cannot be enforced  Regular cleaning of equipment impractical  Play park only re-opened following HMG advice on 04/07/2020 |  | L | Signage instructing the washing of hands installed at PP entrance |
| Gates leading into private property | Risk of children walking into private gardens | | | M | Gates bolted on private side, all secure |  | L | Inspect weekly and record and report any defect to the Parish Council Clerk i.e. gates not kept locked |
| Swings | Risk of falls resulting in broken bones and cuts and grazes  . | | | M | Supervision and instructional use of equipment from supervisor i.e. (Parent)  Infants swing safer by design |  | L | Inspect monthly and record condition. Report any defect to the Parish Council Clerk immediately |
| Play House | Risk of fall from height causing broken bones cuts and grazes | | | M | Made safe by design and supervision. |  | L | Inspect monthly and record condition. Report any defect to the Parish Council Clerk immediately |
| Seat | Risk of tipping forwards and backwords | | | M | Seat moved to plinth, and secured |  | L | Seat secured July 2020 |
| Picnic Seat | Only risk is due to improper use. construction lessons risk of tipping | | | L | Proper use by experience |  | L | Picnic table replaced April 2019 with recycled plastic replacement. Inspect weekly and record condition. Report any defect to the Parish Council Clerk immediately |
| See- saw | Risk of falling off cuts and grazes | | | M | Proper use by experience. Grass area |  | L | Inspect monthly and record condition. Report any defect to the Parish Council Clerk immediately |
| Long Grass | Bank under flint wall. Long grass. Broken beer bottles found in long grass. Risk of cuts | | | M | Strim grass often to keep grass down and to stop brambles from growing or level ground below flint wall to allow mower to cut grass up to flint wall. Check for bottles |  | L | Check area regularly for debris which could cause injury. Dispose anything of found safely |
| Flint Wall | Risk of flints falling from height | | | L | Check regularly, wall has ivy & bay growing up from garden on other side |  | L | Inspect weekly and record. Report any defects maintenance required to Clerk. |
| Children Climbing Trees | Risk of falls from height  Broken Bones/Fractures leading to complications  Cut and grazes | | | H | All lower branches reduced to 6 ft May 2019  Parental control required to supervise children at all times.  Games etc played by members of the General Public unless otherwise organised by SSNPC do so at their own risk.  Lower tree limbs, fell easy to climb |  | L | Major tree work undertaken March/April 2019 problem trees removed or crowns lifted |
| Grass Cutting | Flying Stones/Debris  Injury to General public  Cuts Grazes.  Damage to property/Vehicles | | | H | First visually sweep area to be mower. Look for any objects in long grass i.e. stones, bottles  Ask General Public to stay at safe distance while cutting grass.  To Eliminate any injury, ask General Public to leave or return at later time to continue to cut grass. |  | L | Grass cutting team to observe procedures |
| **Dog Fouling** | Risk of catching Toxocariasis (Round Worm) which can cause blindness in children | | | H | Dogs should not enter the play park - clear signage necessary  . |  | L | Inspection of park during grass cutting.  Report any dog fouling found to clerk  Sign in place |
| Injury Liability to SSNPC | Not Known | | | M | Sign at pp entrance states that Persons using this Play Park do so entirely at their own risk but SSNPC will do everything reasonably practicable to make this play area as safe as possible. Children MUST be supervised at ALL TIMES |  | L | Inspect condition of Play Area on a weekly basis |
| .  Basketball net | Injury caused by falling due to competition of the sport. Possible grazes and broken bones | | | M | Injury reduced by design Soft matting installed in court area below basket |  | L | Inspect area weekly |
| Swing net | Potential falls/degraded net/slippery due to algae | | | L | Jet washed March 2018 and now clean  Jet washed May 2021 |  | L | Inspected weekly |

**David Green**

**Parish Clerk 30/04/2022**

|  |
| --- |
| **Sydling St Nicholas Parish Council Risk Assessment For Village Green** |

***“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”***

Risk assessment is a systematic general examination of conditions AND environmental factors that will

enable the SSNPC to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the

SSNPC should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making

sure that the General Public are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken

adequate steps to minimise them. In conducting this exercise, the following plan was followed:

Identify, the area (The Green) to be risked assessed.

Identify the potential risks.

Evaluate , manage and control of the risk and record all findings.

Review, assess and revise if required **ITEMS HIGH LIGHTED IN RED REQUIRE REMEDIAL ACTION TO REDUCE RISK**

**HIGH LIKELEY SEVERE INJURY MAY CAUSE DEATH / MEDIUM POSSIBLE SIGNIFICANT INJURY / LOW UNLIKELY** MINOR INJURY

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | **FINANCE AND MANAGEMENT** | | | | | |
| **Subject** | **Risk(s) Identified/ Injury** | | | **H / M /L** | **Management/Control of Risk/ Remedial action as required to reduce risk.** |  | **Risk after control H/M/L** | **Review/Assess/Revise** |
| Seat north-west side of village green.  Mr Bryant`s Memorial Seat. NOT a SSNPC Asset but permission to have on Village Green | Falling backwards off of bench  Broken wooden parts  Broken bones/Cuts and grazes  . | | | M | Fixings on legs to stop tipping |  | L | **Renovated 2019** |
| Seat north east side of green | Falling backwards off of bench  Broken wooden parts  Broken bones/Cuts and grazes  . | | | M | Fixings on legs to stop tipping  Maintain seat in good order |  | L | Inspect monthly and record condition. Report any defect to the Parish Council Clerk immediately |
| Seat South East Below walnut Tree | Falling backwards off of bench  Broken wooden parts  Broken bones/Cuts and grazes | | | L | Wooden bench removed replaced with heavy recycled bench April 2019  Low risk |  | L | Inspect monthly and record condition. Report any defect to the Parish Council Clerk immediately |
| Picnic Seat South West Corner Not a SSNPC Asset but permission granted to have on the Green Village | Only risk is due to improper use. Stout construction lessons risk of tipping | | | L | Inspect Monthly |  | L | Inspect monthly and report and defects. |
| Long Grass | Trips and falls | | | L | Mow grass as many times as required to keep short |  |  |  |
| Trees/ Low branches | Risk of head injury,  Cuts and grazes | | | L | All lower branches removed May 2019. Further work on Cherry tree July 2020. Risk minimal. |  | L | Inspect Monthly and record. Report any maintenance required to Clerk. |
| Children Climbing Trees | Risk of falls from height  Broken Bones/Fractures leading to complications  Cut and grazes | | | H | Parental control required to supervise children at all times.  Cannot prevent this occurring  Games etc played by members of the General Public unless otherwise organised by SSNPC do so at their own risk. Notice Required either side of Village Green. |  | M | Monitor procedures |
| Grass Cutting | Flying Stones/Debris  Injury to General public  Cuts Grazes.  Damage to property/Vehicles | | | H | First visually sweep area to be mower. Look for any objects in long grass i.e. stones, bottles  Ask General Public to stay at safe distance while cutting grass.  To Eliminate any injury ask General Public to leave or return at later time to continue to cut grass. |  | L | Monitor Procedure |
| **Dog Fouling** | Risk of catching Toxocariasis ( Round Worm) which can cause blindness in children | | | H | Dog bin provided for disposal of poop bags. .Local DCC to empty bin once a week.  Keep grass short to deter |  | M | Inspection of green during grass cutting.  This is totally reliant on dog owners being responsible. |
| Covert drain at West end of Hedge | Fall from height if accessed from Village green between existing short posts,  Broken Bones/Fractures  Cuts and Grazes | | | H | Consider Installing Post and Rail fence either around covert or from the end of hedge which would also help to eliminate blind spot? |  | L | Inspect condition of fence monthly and record |
| Insistent car drivers who drive across the Village Green and exit on West side of the Hedge. | Possible risk of collision with pedestrians walking down East Street behind hedge  or other drivers | | | M | Monitor the situation, consider further actions -.E.g.. possible post & rail fence if necessary |  | L | Inspect condition of fence monthly and record |

David Green, Parish Clerk

30/04/2022