

Sydling St Nicholas Parish Council Risk

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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

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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	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 M L	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	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.
	Working Parties taking decisions	L		Monitor on a monthly basis.
Minutes/Agendas/ Notices/Statutory documents	Accuracy and legality	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.
	Business conduct	L		
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	M	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.
	Proper and timely reporting via Minutes	L		
	Proper document control	L		

COUNCILLORS' PROPRIETY				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Members interests	Conflict of interest	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.
	Register of Members interests	M		

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 (H	Dog bin provided for disposal of poop bags. .Local DCC to	M	Inspection of green during grass cutting.

	Round Worm) which can cause blindness in children		empty bin once a week. Keep grass short to deter		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
23/07/2020

Sydling St Nicholas Parish Council Risk Assessment for PLAY PARK

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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 backwards	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 washing planned for 2020	L	Inspected weekly

David Green
Parish Clerk 23/07/2020