

PART G – RISK ASSESSMENT STATEMENT

NEWLAND PARISH COUNCIL

ANNUAL RISK ASSESSMENT

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible(1)	Moderate (2)	Severe(3)
		Impact		

Basis of assessments

AREA	RISK	LEVEL		CONTROL (and agreed improvements)
Assets	Protection of physical assets	L	1	Clearwell Cross insured. Value increased annually by RPI
		L	1	Clearwell well insured. Value increased annually by RPI
		L	2	Notice boards & benches insured. Value increased annually by RPI
	Maintenance of buildings, notice boards, benches	L	2	Regular inspection Log and report actions needed
Finance	Banking	L	1	No cash. Cheques banked within 7 days of receipt
	Loss of cash through theft, dishonesty	L	1	No cash transactions
	Financial controls	L	2	Monthly reconciliation of bank statements. Quarterly 'in-house' checks. Internal and external audits.
	Compliance with HMRC (VAT) regulations	L	2	VAT claims submitted regularly, included in 'in-house' checks
	Sound budgeting	L	2	Detailed budget process starts in Autumn from which precept derived. Quarterly checks throughout the year.
Liability	Risks to third party, property or individuals	M	4	Insurance in place. Open spaces checked monthly. Log and report actions needed
Employer liability	Comply with employment law	M	4	Insurance in place. Membership of NALC, SLCC
	Comply with HMRC (Inland Revenue) requirements	L	2	Council operates PAYE system for staff salaries.
Legal liability	Ensuring activities are within legal powers	L	2	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary

	Proper and timely reporting via the minutes	L	2	Council meets monthly, minutes published with 10 days and approved at following meeting. Minutes available by e mail and on web site
	Document control	M	4	Legal documents stored in fire proof cabinet in Clerk's home. All computer files backed up twice daily to a remote site..
Councillor propriety	Register of Interests and gifts and hospitality	L	1	Register of Interests completed and available for public inspection. Updated annually
Business continuity	Clerk's unplanned absence	L	2	Chairman has details of computer passwords, banking details including passwords, web site passwords, keys held and padlock combinations
	Continuity Plan	L	2	Clerk's monthly activities, inputs and outputs to be used in Clerk's absence. Details held by Chairman
	Clerk's unplanned absence	L	2	Additional costs of sick or other paid leave, advertising for a replacement, employing temporary staff. Considered annually with reference to the level of uncommitted reserves available to meet expense.

This risk management statement was considered by the Parish Council on 25/5/2018 and will be reviewed again in 12 months.

Signed – Clerk.....

Chairman.....

SUPPLEMENTARY RISK MANAGEMENT

1. COSHH ASSESSMENT

Not applicable

2. DISPLAY SCREEN EQUIPMENT

	YES	NO
SPACE Is there sufficient space with enough storage to enable easy access to the workstation (Legal minimum 11 cubic metres per person)?	✓	
LIGHTING AND POWER Is the lighting suitable for the user? Has glare and reflection from light fittings, windows and walls been avoided from the screen? Have desk lamps (or other local task lighting) been supplied where necessary? Are flexible cables safe (ie not trailing)?	✓ ✓ ✓ ✓	
NOISE Is the equipment noise low enough not to distract attention or disturb speech? Can noisy equipment be moved away from the workstation where necessary?	✓ ✓	
TEMPERATURE AND HUMIDITY Is the temperature at the workstation at least 16°C (following the first hour of work commencing)? Is the temperature maintained at a level that ensures operator comfort?	✓ ✓	

Have all sources of excess heat (those likely to cause injury or discomfort to operators) been eliminated or suitably controlled? Is the air around the workstation comfortable (ie not too dry)? Does the user feel thirsty within an hour of starting work?	✓ ✓ ✓	
DISPLAY SCREEN EQUIPMENT Is the screen image stable? Is the brightness/contrast control easily adjusted? Does the screen tilt and swivel easily?	✓ ✓ ✓	

3. DISASTER RECOVERY PLAN

1. Loss of electronic and paper data. Chairman has access to passwords for laptop and back-up to enable electronic records to be recovered. Paper loss irrecoverable.
2. Loss of office premises. Alternatives freely available.
3. Failure of Council's bank. Covered by Government guarantee to £85000 (adequate)
4. Loss of Clerk. Locum to be sought from GAPTC.

FURTHER ACTION

Detail here further action considered necessary following this assessment.

GENERAL RISK ASSESSMENT

ACTIVITY	RISK	MEASURES TO MINIMISE
Working alone at home	LOW	Normal H&S precautions
Travelling alone, visiting someone's home	LOW	Advise responsible person where to & expected return time

See also:

General Health and Safety Policy arrangements for the Council
Risk Assessment
Home / Loan Worker policy

All at Section N in Standing Orders