

# Risk assessment for Harwell Parish Council



Date 15.02.2010

Review key: H/M/L risk

	What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Financial</b>							
Prcept	Not claimed or not paid. Not adequate	Council	Diary item Jan/ May	Review budget at meeting	Council Clerk and chairman	Monthly. annual budget setting	December Claimed 1.10
Cash	Loss or theft of petty cash book. Banking	Council council	RFO manage RFO bank reconc'n	Fidelity insurance is adequate	Council verify Council check R&P	monthly	Ongoing 2.10
Online banking	Unauthorised access	council	Password protected	Password changed 6-weekly RFO	Clerk	6 weekly	Ongoing 2.10
Investment income	Lowering of the bank rate	council	RFO check statements	Take financial advice from RFO	Clerk and chairman	As required	Ongoing 2.10
Cemetery payments	Payments received from undertakers		Sexton reports	RFO to check against burial register	RFO	monthly	Ongoing 2.10
Allotments	Rents not received	council	RFO invoice in September	Diarise to review at meeting	clerk	October each year	Due October
Rec Ground	Pitch fees not received	council	RFO invoice in August	Diarise to review in September	clerk	November each year	Received By 12.09
Harwell News	Advertising fees not received	Council	RFO invoices in April	Check R&P	clerk	May of each year	In profit 2.10
Donations	Not sufficient funds to cover commitment.	Council	Confirm the power and finances to pay	Minute agreements	Clerk and council	RFO check application , council to verify	Ongoing None due to 31.3.10
Grants	Not received when due	village	RFO claim / check	Diarise to confirm reception	Clerk and chairman	2 months after information from DC	VWHDC litter grant rec 6.09. Funds for youth proj extra to 09-

							10 budget
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Salaries	Incorrect rate/amount/hours. False employee. Incorrect PAYE/NICs	Staff Staff Staff	RFO check Council Check RFO check	Council check contracts  Council check R&P Council check annually	Clerk chairman Council	As required	Ongoing Review April 10
VAT	Incorrect charge on sales  Incorrect charge on purchases	council	RFO to check  RFO to check	Council to check R&P  Council to check R&P	Clerk Chairman Council		Ongoing Up to date 2.10
Assets	Loss or damage  insurance	parishioners	Annual review  Update insurance	Diarise in May  Diarise in May	Clerk council	July	Review in May insurance
Staff	Loss of key personnel Dishonesty	Council	Review Hours, health, stress. Fraud by staff	Review annually  Fidelity guarantee	Clerk Chairman council	Yearly	Stephanie IPR due  Fidelity Guar review May
Loss	Damage or loss by 3 <sup>rd</sup> party	Staff parishioners	Adequate insurance cover	Review cover yearly in May	Clerk Chair council	May	Review May and Dec
Powers	Ignorance of legal powers	Staff parishioners	Ongoing Education	Circulate all relevant docs			Ongoing 1.5.09
Best value	Overspend on services	Parishioners and council	Ensure correct tendering	Council to confirm tendering	Clerk Chairman council	As required	Ongoing ?items not budgeted for
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		and how?		necessary?			
Records	Inadequate or not contemporaneous	Council	Monthly & annual R&P Check bank statement with R&P Minutes	Diarise 2 councillors appointed to review. Reviewed at next meeting	DBW/all councillors have Minutes	Finances before meeting, Minutes after meeting	
Declaration	Conflict of interest	council	Update declarations	Review of code of conducts			Declared during meeting
<b>Fixed Assets</b>							
<b>Buildings Pavilion</b>							
	Hazardous substances	Cleaner and others cleaning risk skin problems, eye damage, vapour may cause breathing problems	1) Mops, brushes and strong gloves provided. 2) Strong materials replaced with milder ones. 3) Training for products provided. 4) Secure storage.	Staff reminded to check for any reactions, to seek medical assistance and inform clerk.  Cleaner is contracted	Clerk Chairman and council	As req	Reviewed 2.10 Ongoing through year
	Damage/other loss	Staff parishioners using equipment	Check equipment Confirm presence of equipment	Review check and list equipment at council meetings	Clerk Chairman council	As req	Due for review in May 2010
	Slips, trips and falls	Users of premises may be injured.	Surfaces and Lighting to be maintained. Rubbish bins to be maintained. No loose wires.	Surfaces to be checked routinely. Confirm with staff knowledge of health and safety.	Clerk Chairman Council.	As req	Due for review in May 2010
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	Work at height Changing light bulbs cleaning windows, decorating.	Anyone working At height could be injured in a fall.	Appropriate ladder available, Users to be aware of their own responsibility. Staff to know how to use equipment.	HSE leaflets to be available Equipment checking routine instigated. Users use equipment at their own risk.	Clerk Chairman council	As req	Users informed verbally and written with contract 2.10
	Vehicle movement	Anyone could be injured by moving vehicles.	Car park entrance marked clearly. Marshals available at large events. Car park to be well lit.	5mph speed limit signs. Users to be remained of their responsibilities	Clerk Chairman council	As req	Emergency entrance to field to be painted but under review
	Electricity	Users at risk of injury from faulty equipment	Equipment to be fitted by qualified electricians. Repairs by qualified electricians. Safety plugs. Portable equipment checked for damage.	All users of equipment know where fuse boxes are, Know how to manage an emergency.	Clerk Chairman council	As req	PAT testing to be organised 2.10
	Manual handling	Users may be injured if they lift incorrectly	Trolleys for heavy equipment	Information leaflets should be available.	Clerk Chairman council	As req	Leaflets and local courses Advise as necessary
	Fire	Injuries or fatalities from fires	Fire risk assessment as recommended by fire department.	Carry our changes as required.	Clerk Chairmen council	As req	Review due July 10
<b>Land</b>							
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	Allotments	Users and	Maintain gates and	Staff to check	Council	As req	Ongoing,

		parishioners injured by lack of security	fences. Review waiting list.	regularly Council to review annually			as required
	Cemetery	Council and parishioners	Grave allocation  Cemetery extension being prepared for use	Update burial register.  Liaise with Sexton, Church of England	Check list monthly	As req	Checked regularly 2.10 Ongoing alteration starts Spring 2010
	Recreation ground	Public using rec.	Adequate safety notices	Ensuring adequate insurance RFO check annually	Routinely by grounds man	ongoing	Ongoing Staff maintain 2.10
<b>Physical Assets</b>							
Bus shelters	damage to shelters	Damage leading to injury to users.	Staff check shelters regularly Ensure adequate insurance.	RFO check regularly with staff. Report to council.	Garden staff clerk council	ongoing	<b>Wantage Rd shelter damaged 2009; roof repairs req</b>
Play area	Damage to equipment	Injury to children and other users	Garden staff to check weekly Council to check monthly RoSPA Inspection annually	Report all defects Act and repair defects	Staff council	ongoing	Seesaw removed 2009; swing seats to be replaced/ worn ground made good Spring 2010, climber rotting – replace as part of refurb plans Repairs as required
Street furniture	Damage	Injury to users or to people passing by.	Garden staff to check weekly.	To check and instigate repairs if reported by members of the public.	Staff council	Ongoing	Review regularly and as reported by members of the public 2.10

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Van/machinery	Breakdown failure	Staff unable to carry out duties Hazard to members of the public causing an accident.	Annual service	Regularly maintained	Garden staff	ongoing	Service and MOT due in May 1.5.10
<b>Other Areas</b>							
Security	Loss of keys Computer access	Staff Members of the public	RFO to keep record of keys. RFO to keep back up from computer New passwords	Maintain central register regularly.  Keep secret but confirm procedure with council	Clerk  clerk	ongoing	Reviewed and continuing ongoing 2.10
Records	Loss of paper records	Confidential Information in public view	Records kept in council premises in locked steel cabinets	Keep backup files. Chairman and council confirm storage security	Clerk Chairman Council	ongoing	Reviewed, ongoing 2.10
Website	Is the information held correct?	Council members staff	Monitoring by members of the council.	Responded to information given by members of the public	Chairman Clerk council	ongoing	Ongoing by webmaster 2.10
Tennis/ bowls club premises	These should be known to the relevant committees	Members using the premises	Confirm that the committees have active risk assessments	All risk assessments should be relevant to their circumstances	Clerk Chairman council	Annually	Leases and insurances of Bowls, Tennis Clubs under review

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Safety- staff	Injury from equipment	staff	Safety equipment available	Purchase new as necessary		Proof of storage	Reviewed regularly 2.10
	Lone working	staff  Garden staff -	Office locked on catch easy to leave from inside Safety equipment in place	Council to check annually.  Garden staff check training to be offered.	Clerk Chairman council	ongoing	Staff must feel safe Checked 2.10
Safety public	From equipment	Injury to members of the public.	Ensure signs are in place when using equipment particularly grass cutting.	Ensure staff have signs	Clerk Chairman council	ongoing	Always ongoing 2.10
Safety at meetings	Personal safety	Members of the council	Pavilion kept locked before and during meetings spy hole in door.	Advised on safety procedures.	Clerk Chairman council	Ongoing	Ongoing during each meeting. 1.5.09
Data collection							
Freedom of information	Incorrect information collected, do not keep unauthorised data	Public and staff	Staff aware of requests	Advised on legal requirements	Clerk Chairman Councillors	Ongoing	Notified ICO 2.10 (Annual fee)
Information Loss	loss	Members of the public	Computer password protected	Regular updates	Clerk and chairman	Ongoing	Updated as required 2.10