

Harwell Parish Council Risk Assessment

Approved: July 2020 Amended: Sep 2020, Nov 2020, Apr 2021, Jul 2021, Aug 2021, Sep 2021

Parish Council Aims:

To act in those areas for which we are responsible, for the benefit of the overall community while preserving & safeguarding the heritage and rural character of the Parish and the wider environment.

To provide effective, efficient and accountable local government for the Parish, enabling residents to be involved in the life of the community and its future development.

Objectives:

To set and manage the annual budget

To hold regular Parish Council meetings and an Annual Parish Meeting which is open to the public.

To manage and maintain Parish-owned land and property

To publish a regular Parish newsletter to facilitate communications within the Parish

To comply with GDPR regulations

To represent the Parish's interests re: planning applications

To operate safely and sustainably and in the best interests of the Parishioners, staff and Council members

Table of **high-rated risks** (see page 2):

| Ref. | Rating | Risk | Additional action identified below. |
|------|--------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| F6 | 2/3/6 | S106 and similar – loss of funds due to project change or time-limit. | - |
| ID5 | 2/3/6 | Council in breach of GDPR regulations. | - |
| L4 | 2/3/6 | Equipment shed damage, theft of or damage to equipment; damage to roof leading to loose asbestos and injury to staff. | - |
| L11a | 1/1/6 | Error leading to interment in wrong space | Councillors to familiarise themselves with procedures pending review |
| L16 | 2/3/6 | Covid-19 | - |

Table of Rating from impact and probability:

| | | | | |
|--------|--------|-------------|--------|------|
| | High | 3 | 6 | 9 |
| | Medium | 2 | 4 | 6 |
| IMPACT | Low | 1 | 2 | 3 |
| | | Low | Medium | High |
| | | PROBABILITY | | |

Notes:

Ref categories are: BC - Business Continuity, F - Financial, ID - IT, internet and data storage, L - Lands and Buildings, CM - Conduct of meetings, LL – legal & litigation

Columns P, I and R are estimates of probability, impact and rating of risk.

Numbers in brackets in Subject column are the reference numbers for the risk in the previous document.

Original draft 6/2020 by M Ricketts Various additions since August 2020 acknowledged by PC.

L17 new at Oct 2021, pink highlights new Sep 2021

Summary of ratings:

| Section / Level > | 1 - 2 | 3 - 4 | 6 - 9 |
|------------------------|-------|-------|-------|
| Finance & Management | 6 | 5 | 1 |
| IT & Data | 3 | 4 | 1 |
| Lands & Buildings | 7 | 8 | 2 |
| Liability & Litigation | 5 | | |
| Conduct of meetings | 3 | | |

FINANCE AND MANAGEMENT

| Ref | Subject | Risk(s) Identified | P | I | R | Current Management/Control of Risk | Further actions |
|-----|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| BC1 | Business continuity (BC1) | Council not able to function due to unforeseen circumstances | 1 | 3 | 3 | <ul style="list-style-type: none"> There is a Business Continuity Plan in place. All files and recent records (both paper and electronic) are kept at the Parish Office. The ability to work off site is available should the need arise. A regular Agenda item is the status of the Risk Assessment. | The Council uses Office 365 and Clerk will implement SharePoint for managing file backup. |
| F1 | Precept (F1) | <ul style="list-style-type: none"> Adequacy of Precept Errors in budgeting Request not submitted to Vale WHDC | 1 | 3 | 3 | <ul style="list-style-type: none"> The Council reviews the Precept requirement annually at the December meeting. Clerk aware of January precept deadline. Vale sends form. There is a quarterly budget review. Provision made for cost of election in election year. | |
| F2 | Financial records (2, 3, 11) | <ul style="list-style-type: none"> Inaccurate financial records Lost or stolen cash book Excessive reserves drawdown OCC payment not made Incorrect invoicing or amount invoiced not received | 2 | 2 | 4 | <ul style="list-style-type: none"> A full list of payments, receipts and payments to be made is provided at each PC meeting. Direct payments on dual authority operating. Accounts, cash book and bank reconciliation are monitored monthly by a rotating Councillor. Payment for newsletter ads required before 2nd insertion. Commercial accounting system in use 2020 | |
| F3 | Bank and banking (6, | <ul style="list-style-type: none"> Unauthorised access to bank accounts Payment of fraudulent invoice. Fraud involving payment by cheque. Loss of cheque not noticed. | 1 | 3 | 3 | <ul style="list-style-type: none"> Password protected; Password & logon combination changed each visit. Bank reconciliation done monthly by RFO & Councillor All payments require approval by 2 Councillors | |
| F4 | Cash | Loss through theft or dishonesty | 1 | 1 | 1 | <ul style="list-style-type: none"> The Council's insurance policy has a Fidelity Guarantee. Council is phasing out use of petty cash (DONE Aug 2021) | |
| F5 | Grants and donations from PC (9) | Grants paid without authority or without funds being available. | 1 | 1 | 1 | 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. | |
| F6 | s106 and similar income (12, 13) | Project changed so no longer within spec or funds not claimed in time. | 2 | 3 | 6 | <ul style="list-style-type: none"> Regular monitoring of project plans against s106 agreement. Querying acceptable use as plans develop. | |

| Ref | Subject | Risk(s) Identified | P | I | R | Current Management/Control of Risk | Further actions |
|-----|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| F7 | Best value Accountability (18) | <ul style="list-style-type: none"> That there is inadequate specification of work. That work is awarded incorrectly. There is inadequate checking of submitted tenders. There is reliance on contractors not proven to be value for money by competitive tendering. | 2 | 2 | 4 | <ul style="list-style-type: none"> Council seeks if possible more than one quotation for any substantial work or goods. For major contract services, formal competitive tenders are sought. For item-value more than £500 specification is checked and signed off by a Councillor and checked on completion by a Councillor. If a problem is encountered with a contract the Clerk will investigate the situation, check the quotation/tender, research the problem and report to Council. | |
| F8 | Salaries and associated costs (19) | <ul style="list-style-type: none"> Salary paid incorrectly due to wrong hours or wrong rate. Wrong deductions of NI or Tax Unpaid Tax & NI to the Inland Revenue | 2 | 1 | 2 | <ul style="list-style-type: none"> Weekly time sheets submitted by each staff member. Tax and NI calculated using online HMRC system. Employers Final Payment is completed and submitted online to the Inland Revenue by the Clerk. Internal & External Auditors. Commercial software in use as per audit recommendations | |
| F9 | Insurance (14, 16) | <ul style="list-style-type: none"> Inadequate cover found when making claim, Compliance and Fidelity Guarantee inadequate. | 2 | 1 | 2 | <ul style="list-style-type: none"> The requirements of the Fidelity Guarantee insurance is be adhered to with regards to Fraud. The Clerk is provided with any requested training, reference books, access to legal advice. PC has membership of OALC. PC regularly looks at alternative insurance companies. The PC has sufficient reserves to enable training in the event of the Clerk resigning. | |
| F10 | VAT | Re-claiming/charging error | 1 | 1 | 1 | <ul style="list-style-type: none"> The Clerk submits returns at 3-monthly intervals. Cash book page showing this sent to Councillors | |
| F11 | Tenant organisations (20) | Tenants defaulting or ending lease. | 1 | 1 | 1 | <ul style="list-style-type: none"> Maintain sufficient regular contact with the organisations to be aware of any problems. Confirm that organisation has appropriate insurance & risk assessment. | |
| F12 | Allotment costs | Outgoing tenant leaving large amounts of waste to clear or hazardous waste | 1 | 1 | 2 | <ul style="list-style-type: none"> Lands Committee consider & report at least annually on condition of allotments Clerk to monitor plots in use at least quarterly and follow up with tenants | |

IT, INTERNET & DATA STORAGE

| Ref. | Subject | Risk(s) Identified | P | I | R | Current Management/Control of Risk | Further actions |
|------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID1 | PC web pages (1) | <ul style="list-style-type: none"> Carrying incorrect or unintelligible material, harming PC's reputation | 2 | 2 | 4 | <ul style="list-style-type: none"> Clerk updates existing documents and uploads new ones as required. Old / legacy documents reviewed / removed. Web <i>posts</i> to be Accessibility-compliant from September 2020. <i>Council approved Accessibility Statement as minimum management of website September 2020</i> | <i>DONE</i> |
| ID2 | PC web pages (2, 3) | Not available due to website going down or webmaster not available. | 1 | 2 | 2 | Server backed up daily, allowing rapid restoration | |
| ID3 | PC web site (4, 5) | <ul style="list-style-type: none"> Website unavailable so Councillors unable to carry out duties due to lack of email traffic. Online documents unavailable to public | 1 | 3 | 3 | <ul style="list-style-type: none"> Domain name and server renewed automatically. Outlook used for email. | By 1/9/2020 intended that Office 365 and SharePoint providing cloud-based storage for documents and emails. <i>Sept 2020 – SharePoint not available in current Office 365 package</i> |
| ID4 | PC web pages (6) | Interruption to work & communications due to loss of password | 1 | 3 | 3 | <ul style="list-style-type: none"> Clerk maintains an inventory of passworded IT assets has a plan for obtaining the password if the normal password holder is not available. | |
| ID5 | Data protection regulations GDPR (7) | Council is in breach of GDPR regulations resulting in reputational damage, possible fine. | 2 | 3 | 6 | <ul style="list-style-type: none"> Clerk and at least one member of PC has some GDPR training. Data consent being collected and collated by Clerk. | Jul 2021 – clerk obtained advice re: publishing individual's names on agenda (eg re: payments). Advice was not to publish individual names. |
| ID6 | Data breach (8) | Unauthorised access to IT equipment due to lack of IT or physical security | 1 | 3 | 3 | Laptop not left in office | |
| ID7 | Website accessibility Regulations | WCAG 2018 regulations not complied with (comes into force Sept. 2020) | 1 | 2 | 2 | Documents and web pages checked by nominated Councillor who reports to Clerk or Council | Apr 2021; Councillor appointed for checks |
| ID8 | Freedom of Information Act | Legislation not complied with | 1 | 1 | 1 | The Council has an advertised publication scheme in place. Clerk reports annually to PC on FOI requests. | |

LANDS & BUILDINGS

| Ref | Subject | Risk(s) Identified | P | I | R | Current Management/Control of Risk | Further actions |
|-----|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L1 | Recreation Ground (L3, un-numbered, 6) | Site safety & security – injury to public due to lack of maintenance or inspection or faulty equipment, and possible claim against PC | 1 | 2 | 2 | <ul style="list-style-type: none"> Weekly check of site and equipment by grounds staff and additionally after high winds Play and exercise equipment is inspected weekly by staff and monthly by a Councillor on rota. There is an annual inspection by RoSPA. Public Liability Insurance in place. | Consider if separate entry required for <u>injury</u> from falling tree - there was a new entry in Feb 2020. One hopes there will not be visitors in the vicinity of trees in high winds; if a tree is damaged the result is usually a stable situation which can be dealt with after inspection. |
| L2 | Trees on Council Lands | Tree maintenance not adequate and therefore risk to public from falling branch or tree leading to injury and claim. | 3 | 1 | 3 | <ul style="list-style-type: none"> Two-yearly tree inspection by certified person. Relevant areas are rec, cemetery and churchyard. Follow-up work on 2018 survey ongoing. | |
| L3 | Dogs exercised on Council lands | <ul style="list-style-type: none"> Dogs allowed off lead, leading to possible danger to other members of the public through dog mess. And in long grass a health risk to staff when strimming | 1 | 1 | 2 | <ul style="list-style-type: none"> Users of rec asked to clear up any mess their dog deposits Dogs not required to be on leads, meaning there is no possibility of owners ensuring they do not foul the ground. | Review rating. Reduce strimming in the areas concerned! <i>If the PC is serious about preventing fouling it needs to require dogs to be on a lead.</i> <i>Jul 2021 – Lands Cttee discussed further & clerk sought advice. Byelaw needed following public consultation and proof that dangerous dogs are allowed to roam on rec. Would need policing thereafter.</i> |
| L4 | Grounds staff equipment and shed (L4, 5) | <ul style="list-style-type: none"> Equipment shed damage, theft of or damage to equipment; damage to roof leading to loose asbestos and injury to staff. | 2 | 3 | 6 | <ul style="list-style-type: none"> Secure padlock used. In daily use so damage would be quickly noticed and reported. Cement-bound asbestos normally considered safe. roof inspection carried out <i>August 2020; low risk from asbestos as long as roof not damaged or broken up. If broken up in future must be done by specialist contractors.</i> | |
| L4a | Grounds staff equipment when in use | <ul style="list-style-type: none"> Theft from unattended pick-up or building | 3 | 1 | 3 | <ul style="list-style-type: none"> Lock shed when unattended. Padlock tools where possible if required, eg when staff member on break | Lock pavilion / new premises when unattended. Cover tools on pick-up with secured sheet. Consider secure box on pick-up |

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| L5 | Hazardous substances (B1, 2) | Injury to staff or public through mishandling | 2 | 2 | 4 | <ul style="list-style-type: none"> Equipment, training, PPE provided in line with HSE requirements. Strong materials (including bleach) replaced with milder ones. Storage in line with HSE requirements | Fuel kept in flamvault at rear of pavilion – see L14. |
| L6 | Ground staff hazards | Ground staff possible injury due to incorrect manual handling, working at height, use of equipment, lone working. | 1 | 3 | 3 | <ul style="list-style-type: none"> Staff advised of risks. Staff required to complete risk assessment before undertaking work when using machinery and forward to the Clerk at the end of the day. Training provided for staff where appropriate. Staff have own mobile phones No working at height except to move SID | <ul style="list-style-type: none"> Clerk maintaining register of staff competences. Clerk reviewing list of jobs for which staff complete a risk assessment. (machine is a rather vague term – maybe ‘power tool’ Clerk reviewing risk assessment to see whether vibration from power tools is likely to be an issue |
| L7 | Fire risk (39) | Possible damage to equipment or injury to staff or public. | 1 | 3 | 3 | <ul style="list-style-type: none"> Office is part of village hall with fire alarm system providing alert to security company. Equipment fuel kept in secure stores. New staff building has fire escape plan & new fire extinguishers | Staff fire training to take place October |
| L8 | Rec car park (L7) | Injury / claim by member of public having accident due to congestion caused by vehicle-parking outside of allowed use. | 2 | 2 | 4 | <ul style="list-style-type: none"> Ongoing action to prevent misuse. Sign erected saying overnight parking not allowed. Persistent offenders written to? | Considering gates / height restriction |
| L9 | Rec car park (L8) | Injury to / claim by member of public after accident or injury due to tripping on of root-damaged surface and residual kerbs. | 2 | 2 | 4 | <ul style="list-style-type: none"> Most use is in daylight. When Harwellian club is open they have some outside lighting. | <ul style="list-style-type: none"> Lighting being considered as part of refurbishment. Also improved layout, resurfacing and marking |
| L10 | Rec. (L12) | Illegal occupancy of main grounds | 2 | 2 | 4 | Bollards at edge of car park, one unlocked for vehicle access when required. | Considering gates / height restriction |
| L11 | Cemetery & Churchyard (L2) | Injury to public and claim against PC due to poor maintenance. | 1 | 1 | 1 | <ul style="list-style-type: none"> Regular maintenance, annual inspection of headstones. Contractor would be engaged in case of staff shortfall. | |
| L11a | Cemetery | Error leading to interment in wrong space | 1 | 1 | 6 | <ul style="list-style-type: none"> Ensure records are up to date and referred to before each interment PC reviewing procedures to minimise risk | Councillors to view records and familiarise themselves with current procedures pending review |
| L12 | Allotments (L1) | Risk of theft, damage or fly-tipping, or claim against PC for poor maintenance. | 1 | 1 | 1 | <ul style="list-style-type: none"> Gates padlocked by plot-holders when leaving. Plot-holders able to report any problems to Clerk or liaison Councillor. Low record of vandalism on the site. Staff visit several times per month. | Chain-link fencing n gates to be removed as possible source of injury. <i>DONE summer 2020</i> |

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|-----|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L13 | Bus Shelters, noticeboard, litter bins (L9) | Risk of damage or vandalism, therefore cost of and possible injury to public. | 1 | 1 | 1 | <ul style="list-style-type: none"> Staff check shelters regularly and repair as necessary; covered by insurance. Bins emptied weekly and maintained as required. | Frequency of bus shelter checks to be reviewed. |
| L14 | Pavilion | Risk of claim by users, or public due to unsafe exterior. | 1 | 1 | 1 | <ul style="list-style-type: none"> Pavilion leased to Scouts Residual use and storage by Feast and HHYFC. HPC continues to insure building. | <ul style="list-style-type: none"> Exterior responsibility is scouts' |
| L15 | New staff building | Risk of injury to public, damage, theft or vandalism during construction Staff using building July 2021 – water connected temporarily & awaiting final sign-off | 1 | 2 | 2 | Area was securely fenced during construction. | <p><i>Sept 2020 – site meeting with Vitex; secure compound erected on rec when work began & remained throughout works</i></p> <p>Feb 2021 onwards – Vitex compound kept locked.</p> <p>Jun 2021 – building finished x: water connection. See separate document for staff.</p> |
| L16 | Covid-19 | Risk to staff and public if staff don't follow rules on maintaining distance and cleanliness. | 2 | 3 | 6 | <ul style="list-style-type: none"> Clerk has agreed procedures with grounds staff – see separate document. Clerk checking weekly that procedures being followed, and reporting monthly to PC. Office currently closed (8/6/2020). Notices put on Allotment entrances. Staff risk assessment for machinery amended. <i>Play area was not re-opened until checks made and signage in place</i> Clerk followed Govt lockdown regulations applicable to gym eqpt, play area Nov 2020-Apr 2021 May 2021 – Government legislation permitting remote meetings ended. Risk to staff, councillors and public assessed to be too great for physical meetings to take place safely. PC approved that meetings should continue virtually until Covid restrictions lifted and vaccinations completed. | <p>July 2021 – clerk investigating re-opening of office and use of halls for meetings</p> <p>Aug 2021 – office to reopen & physical meetings to recommence September, following village hall protocols. Public to attend meetings via Zoom. Separate document for consideration.</p> |
| L17 | Office | Risk of break-in and theft | 1 | 2 | 2 | <ul style="list-style-type: none"> Office alarmed under village hall system Entry code required to release door Internal door kept locked Files kept in locked cabinets Laptop taken home by clerk No cash kept | |

LIABILITY & LITIGATION

| Ref. | Subject | Risk(s) Identified | P | I | R | Current Management/Control of Risk | Further action and actionee |
|------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| LL1 | Legal Powers | Illegal activity or payments | 1 | 1 | 1 | All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. | |
| LL2 | Minutes/Agendas/ Notices/Statutory documents (LL4) | Accuracy and legality of Business conduct | 1 | 1 | 1 | <ul style="list-style-type: none"> 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 as prescribed. Agendas have item for Councillors to declare conflicts of interest. | Cllrs to be familiar with Standing Orders and to adhere to Code of Conduct. Policy on retention of documents? PC to consider draft policy Sep 21. |
| LL3 | Public Liability | Risk to third party, property or individuals | 1 | 1 | 1 | <ul style="list-style-type: none"> Insurance is in place. Risk Assessments regularly carried out / updated. Designated Councillor reviews Risk Assessment. RA made a regular agenda item. | |
| LL4 | Employer Liability | Risk of non-compliance with employment law, injury to staff | 1 | 1 | 1 | <ul style="list-style-type: none"> Clerk undertakes adequate training and seeks advice from OALC if necessary. Staff to be trained adequately for tasks performed. Register kept by Clerk of staff competences. Regular lone working – all staff have mobile phone | Working arrangements made known to other staff members |
| LL5 | Legal Liability | Legality of activities - proper and timely reporting via Minutes, Proper document control Risk of non-compliance with Government regulations | 1 | 4 | 4 | <ul style="list-style-type: none"> Clerk clarifies legal position on Agenda proposals and to seek advice if necessary. Council always receives and approves Minutes at monthly meetings. Retention of document policy in place. Clk – NO. PC managing Covid risk but not legal risk | Retention of documents policy required. PC return to physical meetings as soon as possible when safe to do so |

CONDUCT OF MEETINGS

| Ref. | Subject | Risk(s) Identified | P | I | R | Current Management/Control of Risk | Further actions |
|------|-------------------------|------------------------------------------------------------------------------------------------------|---|---|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CM1 | Meeting procedure (CM3) | Standing Orders not followed, possibly leading to claim by member of public regarding decision taken | 1 | 2 | 2 | <ul style="list-style-type: none"> Clerk advises of legal requirements. Meeting postponed if not quorate. Minutes taken and reviewed. Video recording of virtual meetings Standing Orders & policies reviewed annually | Councillors to make themselves cognisant of Standing Orders. |
| CM2 | Members interests | Conflict of interest not declared and therefore Councillors not seen to be acting with propriety | 1 | 2 | 2 | <ul style="list-style-type: none"> Councillors have a duty to declare any relevant interest before a particular item of business. Register of Member's Interest form held by District Council is reviewed regularly by each Councillor. | |
| CM3 | Meetings locations | Adequacy of Health & Safety | 1 | 1 | 1 | <ul style="list-style-type: none"> All actual Meetings are held at the Village Hall. Building insured and checked regularly. | <ul style="list-style-type: none"> Covid-19 renders them not useable for the present. Clerk to report if any Councillor is having problems using zoom for online meetings. Return to physical meetings discussed Apr 2021. Council bound under duty of care to workers, councillors and visitors to ensure safety prioritised. Decided to stay with virtual meetings in spite of legislation. Physical meetings recommenced Sep 2021 under separate risk assessment |

SID EQUIPMENT

| Ref. | Subject | Risk(s) Identified | P | I | R | Current Management/Control of Risk | Further actions |
|------|---------------|---------------------------------------------------------------------------|---|---|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| S1 | Moving of SID | Various hazards when working on highway Hazards when working at height | 1 | 2 | 2 | <ul style="list-style-type: none"> Separate risk assessment document prepared for staff/councillors 2 people required to move equipment | |