

**West Hendred Parish Council  
Significant Findings of the General Risk Assessment**

<b>Assessment Completed by</b>	<b>Mrs J Evans</b>
<b>Location</b>	<b>West Hendred</b>
<b>Date</b>	<b>March 2023</b>
<b>Adopted by West Hendred Parish Council on</b>	
<b>Date for Review</b>	<b>March 2024, or earlier if required</b>

**Record of Review, Amendment and Additions**

<b>Detail of Review / Amendment / Addition</b>	<b>Person Completing Review / Amendment / Addition</b>	<b>Reviewed and approved for issue</b>	<b>Date</b>
Risk assessment reformatted	Mrs J Evans	Parish Council	
Review of Risk Assessment	Mrs J Evans	Parish Council	
Addition of COVID risk for playing field	Mrs J Evans	Parish Council	March 2021
Review	Mrs J Evans	Parish Council	March 2022
Review	Mrs J Evans	Paris Council	

Key:

**LIKELIHOOD (L)** = Frequent (5), Probable (4), Occasional (3), Improbable (2), Remote (1)

**SEVERITY (S)** = Catastrophic (5), Major (4), Reportable (3), Serious (2), Minor (1)

**DEGREE OF RISK (DR)** = LIKELIHOOD x SEVERITY

**RESIDUAL RISK \*** is the level of risk that remains after suitable and sufficient control measures are introduced and is deemed to be acceptable. This risk assessment covers General matters; separate risk assessments will be carried out as required for events.

**INSURANCE:** The level of employee and public liability insurance cover to be reviewed by the Council at renewal each year.

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ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK*		
			L	S	DR		L	S	DR
<b><u>Section 1</u></b>	<b><u>Physical</u></b>								
<b>Bus shelter</b>	Public	1. Tripping on uneven surfaces, or 2. Injury from damaged structure	3	1	3	<ul style="list-style-type: none"> <li>Councillors to report any damage to the Clerk</li> <li>Inspections carried out bi-monthly</li> <li>Maintenance / repair undertaken quickly</li> <li>Annual check by competent person</li> <li>Included on Council insurance policy</li> </ul>	2	1	2
			2	2	4		2	1	2
<b>Notice board</b>	Public	Injury from damaged / falling notice board (s)	1	2	2	<ul style="list-style-type: none"> <li>Councillors to report any damage or injury to the Clerk promptly; Clerk to take necessary action to make notice board(s) safe.</li> <li>Inspections to be carried out every 3 months.</li> </ul>	1	1	1
<b>Dog bins</b>	Public	1. Injury from damaged dog bin.	1	2	2	1. Councillors to report any damage or injury to the Clerk promptly; Clerk to take necessary action to make dog bin safe. Inspections to be carried out every 3 months.	1	1	1
		2. Handling of contaminated waste.	1	3	3	2. Only employ approved contractors to empty bins, and ensure regular emptying.	1	1	1
		3. Handling of contaminated waste – children.	2	3	6	3. Ensure that the bins have lids. Councillors to report any known damage to the Clerk promptly; Clerk to take necessary action to make dog bin safe. Inspections to be carried out every 3 months.	1	3	3
<b>Footpaths, bridle ways and PROW</b>	Public	Injury from tripping or falling.	2	2	4	<ul style="list-style-type: none"> <li>Public to be reminded to report damage or obstructions on footpaths, bridle ways and PROW to the Council.</li> <li>Council to arrange clearance by notifying the land owner or OCC Countryside team.</li> </ul>	1	1	1

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<b>Risk of damage to third party individuals or property</b>	Public	Loss, damage or injury, as a result of the Council providing amenities	2	3	6	<ul style="list-style-type: none"> <li>Council insurance policy provides public liability cover of £10M</li> <li>Contractor's PL cover to be minimum of £1M, except in cases where risks are higher.</li> </ul>	2	1	2
<b>Protection of assets owned by the Council</b>	Council and public	Loss or damage to assets  Damage, accident or injury to users	3	3	9	<ul style="list-style-type: none"> <li>Up to date register of assets</li> <li>Regular checking and maintenance</li> <li>Annual inspection</li> <li>Annual review of risk and adequate insurance cover</li> </ul>	2	2	4
<b><u>Section 2</u></b>	<b><u>Financial / Business</u></b>								
<b>Precept</b>	Councillors, Clerk and public	Consequential loss of income or overspend	2	3	6	<ul style="list-style-type: none"> <li>Quarterly review against expenditure and budget (Clerk/RFO and nominated Councillor)</li> <li>Reserves held to cover min 6 to max 18 month's expenditure</li> </ul>	1	3	3
<b>Banking</b>	Councillors, Clerk and public	Inconsistency in accounts	2	3	6	<ul style="list-style-type: none"> <li>Accounts reconciled quarterly (Clerk/RFO and nominated Councillor)</li> </ul>	1	3	3
<b>Electronic Banking</b>	Councillors, Clerk and public	Loss through theft  Inaccurate payment details resulting in loss	1	3	3	<ul style="list-style-type: none"> <li>Payments signed off by nominated Councillor</li> <li>Payments approved by majority of Council</li> </ul> <p>Payments checked against invoice by nominated Councillor</p> <p>Accounts reviewed quarterly.</p>	1	2	2
<b>Cash / Cheques</b>	Councillors, Clerk and public	Loss through theft	2	2	4	<ul style="list-style-type: none"> <li>Fidelity Insurance for loss</li> <li>Minimal use of cash</li> <li>Reconciled quarterly (Clerk/RFO and nominated Councillor)</li> </ul>	1	1	1
<b>Financial control and records</b>	Councillors, Clerk and public	Loss – actual or by discrepancy	2	3	6	<ul style="list-style-type: none"> <li>Quarterly review of financial records (Clerk/RFO and nominated Councillor)</li> <li>Maintain paper bank statements</li> <li>Monthly statement of bank position by RFO</li> <li>Annual Internal and External audit</li> <li>Financial Regulations to be implemented by Clerk and checked</li> </ul>	1	3	3
<b>Annual Return</b>	Councillors, Clerk and public	Late or incomplete return	2	2	4	<ul style="list-style-type: none"> <li>RFO to prepare and submit to Council on time, per external auditor timetable</li> <li>Council to approve on time, per external auditor timetable</li> </ul>	1	1	1

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<b>Business risks</b>	Council	Various, including computer failure	3	2	6	<ul style="list-style-type: none"> <li>Keep proper financial records</li> <li>Clerk's computer(s) to be properly backed-up and duplicate back-up kept off-site</li> <li>Meet statutory requirements, including under employment and tax law</li> <li>Arrange timely annual audits</li> <li>Ensure all activities are within legal powers applicable to the Council</li> </ul>	1	2	2
<b>Risks to Council</b>	Council	Legal challenges on Council procedures, expenditure and activities	2	3	6	<ul style="list-style-type: none"> <li>Councillors and employees declare interests as appropriate</li> <li>Expenditure to be within legal powers of Council, and properly authorised</li> <li>Complaints policy in place</li> <li>Minutes published initially on website as drafts and replaced when formally approved</li> <li>Compliance with Transparency Code</li> <li>Annual review of insurance level</li> <li>Annual review of Council policies and procedures</li> </ul>	1	2	2
<b>Risks to Council as landowner / Trustee, etc.</b>	Council and other bodies involved	Financial, legal, public liability	3	3	9	<ul style="list-style-type: none"> <li>Ensure all relevant bodies (e.g., Village hall) carry adequate insurance (certificates to be provided)</li> <li>Audited accounts to be checked annually</li> </ul>	1	3	3
<b><u>Section 3</u></b>	<b><u>Personnel</u></b>								
<b>Employees</b>	Clerk / RFO and any other employed personnel	Accident or injury	2	3	6	<ul style="list-style-type: none"> <li>Annual review of health &amp; safety policy and associated requirements</li> <li>Annual review of adequate employee liability insurance cover (£10M)</li> </ul> <p>Where applicable:</p> <ul style="list-style-type: none"> <li>Provision of safety equipment and training in its use</li> <li>Regular inspection and servicing of equipment used</li> <li>Use of warning cones/signs on roads</li> </ul>	1	3	3
<b>Employees</b>	Clerk / RFO and any other employed personnel	Legal / business	2	1	2	<ul style="list-style-type: none"> <li>Contracts to be in place and reviewed regularly</li> <li>Salary and other payments in line with national scales and reviewed annually</li> <li>Tax / NI and VAT up-to-date with HMRC</li> </ul>	1	1	1

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<b>Employment – Lone Working</b>	Council, Clerk and Public	1. Lone working.	2	3	6	1. <ul style="list-style-type: none"> <li>Implement policy that members of the public will only be met to view documents at the home of a councillor with two members of the Council (including the Clerk) present.</li> <li>When meeting contractors, Clerk to make arrangements to be accompanied (as above) and should never meet a contractor / member of the public alone.</li> </ul>	1	3	3
	Clerk	2. Working from home.	1	2	2	2. <ul style="list-style-type: none"> <li>Clerk to notify Council of any issues within the working environment requiring action, to comply with employment regulations.(e.g., DSE)</li> </ul>	1	1	1
<b>Risks to Parish Councillors</b>	Councillors	Accident or injury on Council business	1	3	3	<ul style="list-style-type: none"> <li>Councillor activities limited to acceptable low risk levels; check with the Clerk if in doubt</li> <li>Annual review of public liability insurance level (£10M)</li> </ul>	1	1	1
<b>Risks to volunteers</b>	Public / volunteers	Accident or injury on Council business	2	3	6	<ul style="list-style-type: none"> <li>Volunteer names and activities to be understood and agreed by Council</li> <li>Annual review of public liability insurance level (£10M)</li> </ul> <p>Where applicable:</p> <ul style="list-style-type: none"> <li>Provision of safety equipment and training in its use</li> <li>Regular inspection and servicing of equipment used</li> <li>Use of warning cones/signs on roads</li> </ul>	1	2	2
<b>Meetings - usually in Village Hall</b>	Councillors, Clerk and public	1. Failing to escape in event of fire.	2	4	8	1. <ul style="list-style-type: none"> <li>Fire instructions and exits checked at the beginning of each meeting - Chair.</li> <li>Public informed of action in the event of a fire at the beginning of each meeting - Chair.</li> </ul>	1	4	4
		2. Access around doors, entrances and toilets. Risk of trip hazards and obstruction.	2	2	4	2. <ul style="list-style-type: none"> <li>Meeting room, toilets and accesses checked prior to the meeting – Chair.</li> </ul>	1	1	1
<b>Employees</b>	Clerk/RFO and any other employed personnel	Legal/business	2	1	2	<ul style="list-style-type: none"> <li>Contracts to be in place and reviewed regularly</li> <li>Salary and other payments in line with national scales and reviewed annually</li> <li>Tax and NI up-to-date with HMRC</li> </ul>	1	1	1
<b><u>Section 4</u></b>	<b><u>Council property</u></b>								

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<b>Children's play area</b>	Public, especially young children	Slips, trips and falls from equipment  Equipment becoming unserviceable or not fit for purpose	3	1	3	<ul style="list-style-type: none"> <li>Children under 5 years to be accompanied by a responsible adult.</li> <li>Gates to park to be secured shut when children within.</li> <li>No access to dogs in park</li> <li>Warning notice about safety and emergencies sited on entrance gates.</li> <li>Equipment complied with regulations at time of installation, and is inspected annually by RoSPA.</li> <li>Council inspections carried out monthly; individual equipment may be taken out of service if necessary.</li> </ul>	1	1	1
<b>Street furniture and notices</b>	Public	Loss or damage to assets	3	1	3	<ul style="list-style-type: none"> <li>Annual inspection</li> <li>Items taken out of service as required</li> </ul>	2	1	2
		Damage, accident or injury to users	2	1	2	<ul style="list-style-type: none"> <li>Public liability insurance in place</li> <li>Asset register kept up to date</li> <li>Incidents of loss or malicious damage reported to police</li> </ul>	1	1	1
<b>Defibrillator</b>	Public/The Council	Misuse could lead to loss of life	2	5	10	<ul style="list-style-type: none"> <li>Unit is intended for use by general public. Key personnel to be trained in use (neighbours?)</li> <li>Council carries out Annual review of trained personnel</li> <li>Training repeated regularly (on line training where possible)</li> </ul>	2	2	4
		Failure of unit could lead to loss of life	3	5	15	<ul style="list-style-type: none"> <li>Regular checking and maintenance.</li> <li>Monthly check of unit to be recorded on line.</li> </ul>	2	3	6
<b>Third Parties</b>	Third Party property/ Public	Risk of loss or damage to third party property or individuals, as a consequence of the Council providing services or amenities	1	3	3	<ul style="list-style-type: none"> <li>Contractors insurance checked by the Clerk prior to work commencing.</li> <li>Council Insurance (public liability) - up to £10M.</li> <li>Contractors' liability cover to be minimum of £1M except in cases where risks are higher.</li> </ul>	1	2	2
<b>Trees</b>	Public	Risk of injury from falling limbs or trees	1	4	4	<ul style="list-style-type: none"> <li>Full Survey of all trees to be carried out annually</li> <li>Interim condition review to be carried out quarterly.</li> <li>Follow-up action as required</li> <li>Parish Council public liability cover</li> </ul>	1	1	1
<b><u>Section 5</u></b>	<b><u>Data protection / GDPR</u></b>								

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<b>Handling of information</b>	The Council, general public and contractors	Loss of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage	3	4	12	<ul style="list-style-type: none"> <li>All Councillors and the Clerk have carried out an information audit on electronic and hard copy data, to understand who holds personal data; all unnecessary data has been cleansed and the data held by Councillors will be limited.</li> <li>All data (electronic and paper) is kept securely – locked cabinets, personal log-ins and encryption of sensitive documents where necessary.</li> <li>An information audit will be carried out annually.</li> <li>The Council does not hold any sensitive personal data, except as relates to employees.</li> <li>A revised Data Protection policy has been approved, including a policy and safeguards on IT matters; Privacy Notices for the general public and contractors have been made available, stating what data is held and for what purpose.</li> <li>Privacy impact assessments will be carried out for new projects.</li> </ul>	1	4	4
<b>Handling of information</b>	Clerk, Council and general public	The Clerk is appointed as Clerk / RFO to more than one council	2	4	8	<ul style="list-style-type: none"> <li>All data (electronic and paper) for each council will be kept separate from other councils</li> <li>The Clerk will always be conscious of the potential damage from sharing information with other councils, including e-mail addresses</li> </ul>	1	4	4
<b>Information Security</b>	<b>Council</b>	Data breach when a councillor ceased to be a member of the Council	2	4	8	<ul style="list-style-type: none"> <li>Documents, both physical and electronic, must be removed from all personal devices. Any information that is identified as forming part of the Council record should be sent/given to the Clerk to be included in the records. This should be a minimal amount of information as, apart from the Chair and Vice Chair, councillors are unlikely to have generated or received anything which the Clerk does not already hold a copy.</li> <li>Email. The Council email account will be closed when any emails to be retained have been sent to the Clerk.</li> <li>Contact Details. All contact details maintained for use as a councillor must be destroyed in accordance with the Councils Privacy Policy.</li> </ul>	1	4	4

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	Council	Data breach when Clerk changes	2	4	8	<ul style="list-style-type: none"> <li>The Council's electronic records on their personal device(s) will be copied onto both backup disks and these passed to the new incumbent.</li> <li>The clerks email account will be transferred to the new incumbent and the password changed. All email record data not held on the server is to be transferred to the new incumbent as part of the electronic records transfer.</li> <li>When all data and records have been transferred the outgoing clerk must remove them from their personal devices in the same manner as for a councillor (see above).</li> </ul>	1	4	4
<b>Section 6</b>	<b>COVID-19 or similar infectious disease outbreak</b>								
<b>Playing Field</b>	General Public, Contractors and Council	Lack of Social Distancing or other Government Guidelines ignored	2	3	6	<ul style="list-style-type: none"> <li>Notices installed informing users that they use the equipment at their own risk and that they should follow Government regulations.</li> </ul>	2	3	6
		Contamination of surfaces and equipment	2	3	6	<ul style="list-style-type: none"> <li>As above.</li> </ul>	2	3	6

When a councillor ceases to be a member of the Council, steps must be taken to ensure that all Council data removed from that councillor's personal IT equipment. This includes:

**Action on Change of Clerk**