

# Risk Assessment

## for Roles of Clerk and Parish Councillors of Sandford St Martin Parish Council

**Risk Assessment Completed by: Anne Ogilvie, Clerk to the Parish Council**

**Date Completed: 03.01.2020 Risk Assessment Review Date: 03.01.2021**

Description of Hazard	Who might be harmed and how, or issue	Existing Control Measures	Risk Rating (High, Medium or Low)	Further Actions	Date Actions Complete	Residual Risk Rating
Lone Working	Person may be taken ill, have accident or suffer personal attack	<ul style="list-style-type: none"> <li>Second person; staff/councillor/member of family informed of location and start/end times of task. Councillors to take on duties until recovered.</li> <li>Charged mobile phone to be carried at all times when lone working</li> </ul>	Low			
Violence and Aggression	Person may sustain physical or verbal attack	<ul style="list-style-type: none"> <li>Staff/councillor to avoid meeting members of public in remote locations on a one-to-one basis, particularly when handling complaints</li> <li>Public invited to speak at council meetings in order that issues and complaints are dealt with as a group</li> </ul>	Low			
Manual Handling	Person may suffer physical injury from incorrect lifting or unplanned lift	<ul style="list-style-type: none"> <li>Small items only are lifted on an irregular basis</li> <li>Larger tasks carried out by trained, competent contractors</li> <li>Higher risk tasks to be individually risk assessed prior to carrying out, and suitable safety measures taken</li> </ul>	Low			
Work at Height	Person may sustain injury from falls from height	<ul style="list-style-type: none"> <li>Minimal low-level use of ladders</li> <li>Higher risk tasks are carried out by competent, trained contractors</li> <li>Ladders checked regularly for deterioration and rectified</li> </ul>	Low			
Electric shock	Person may sustain shock from faulty electrical equipment or wiring	<ul style="list-style-type: none"> <li>All electrical works carried out by competent electrical contractors</li> <li>Council owned portable equipment PAT tested/checked by competent person</li> </ul>	Low			
First Aid Emergency	Person may require first aid	<ul style="list-style-type: none"> <li>First Aid kit accessible at Parish Hall</li> </ul>	Low			
Driving/travelling	Person may suffer injury or be involved in collision with third party	<ul style="list-style-type: none"> <li>Minimal driving required for tasks within the parish</li> <li>Drivers must be competent, hold adequate insurance, be in good general state of health and not drive when tired</li> <li>Vehicles must be well maintained and subject to statutory checks</li> </ul>	Low			
Working at Home	Person may suffer ill health, injury or personal attack	<ul style="list-style-type: none"> <li>Visits from members of public to be strictly controlled, ie by appointment only</li> <li>Home working to be individually assessed when in regular use</li> </ul>	Low			
Slips, Trips and Fall	Person may sustain injury	<ul style="list-style-type: none"> <li>Suitable stout, well-soled shoes worn if footpath walks required</li> </ul>	Low			

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Precept	PC budget Payments not able to be made	<ul style="list-style-type: none"> <li>Diary entry of relevant dates to claim and receive precept</li> <li>Confirmation of receipt of precept through bank statements</li> <li>Adequacy of precept through budget and monthly reviews</li> <li>Minute entries of budget, precept amount and precept receipts</li> </ul>	Low			
Grants	Grant not received by PC	<ul style="list-style-type: none"> <li>Clerk to check receipt of payment from WODC, minute reference, reconcile payment has been made</li> </ul>	Low			
Investment reserves	Payments may not be made if reserve amount is not adequate to meet requirements	<ul style="list-style-type: none"> <li>Review levels and reserve policy annual</li> </ul>	Low			
Salaries	Incorrect salary/hours/rate paid	<ul style="list-style-type: none"> <li>Timesheet created (approved and signed by Chairman), calculations and rate of pay checked</li> </ul>	Low			
	Incorrect deductions made	<ul style="list-style-type: none"> <li>HMRC approved software used to calculate PAYE and NI deductions</li> <li>HMRC coding updates applied at correct pay period</li> </ul>	Low			
Direct Costs and Overhead Expenses	Goods not supplied to Council after payment	<ul style="list-style-type: none"> <li>Quote, Purchase Order, Delivery Note and Invoice to be checked</li> <li>Payment before order only made to approved suppliers</li> </ul>	Low			
	Invoice incorrectly calculated or recorded	<ul style="list-style-type: none"> <li>Invoices checked prior to payment</li> <li>Monthly bank reconciliations carried out, and "checksums" in accounts</li> </ul>	Low			
	Incorrect cheque raised	<ul style="list-style-type: none"> <li>Cheque signatories check against invoice, initial invoice and cheque stub</li> </ul>	Low			
VAT	VAT not claimed within time limit so PC does not receive funds	<ul style="list-style-type: none"> <li>VAT component accounted for separately within accounting system</li> <li>Claimed at least on an annual basis after end of financial year</li> </ul>	Low			
Bank reserves	Payments may not be made if reserve amount is not adequate to cover precept receipt delay	<ul style="list-style-type: none"> <li>Agree on reserve requirement</li> <li>Consider current and future reserve requirement during budget setting, and minute</li> </ul>	Low			
Assets	Loss or damage	<ul style="list-style-type: none"> <li>Annual inspection, repairs and maintenance as required, update insurance and asset registers, and minute</li> </ul>	Low			
	Risk or damage to third party property or individuals	<ul style="list-style-type: none"> <li>Review adequacy of Public Liability insurance, and minute</li> </ul>	Low			

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Loss	Consequential loss due to critical damage or third party performance	<ul style="list-style-type: none"> <li>Review adequacy of insurance cover, and minute</li> <li>Supplier review as part of supplier approval process</li> </ul>	Low			
Maintenance	Reduced value of assets or amenities	<ul style="list-style-type: none"> <li>Supplier approval process to ensure suitably qualified contractors carry out any repairs and maintenance</li> </ul>	Low			
Legal Powers	Illegal activity or payment	<ul style="list-style-type: none"> <li>Standing Orders reviewed and adopted annually</li> <li>Financial Regulations reviewed and adopted annually</li> <li>Councillor Code of Conduct signed by every councillor</li> <li>OALC training available to councillors and clerk covering legal powers</li> <li>Clerk has access to OALC, SLCC and other bodies to check legality of council decisions</li> <li>List of Legal Powers taken to council meetings</li> <li>Payments approved at council meetings</li> <li>Two signatures required on cheques</li> <li>More than one quote requested for works over a certain size</li> </ul>	Low			
Financial Records	Inadequate or incorrect records	<ul style="list-style-type: none"> <li>Clerk updates accounts at least monthly</li> <li>Current account balance minuted at every full council meeting</li> <li>Clerk undertakes reconciliations regularly</li> <li>Internal auditor undertakes annual review</li> <li>External audit undertaken if required under current Regulations</li> <li>Financial Regulations followed</li> <li>Internal checker undertakes regular checks</li> </ul>	Low			
Minutes	Inaccurate records	<ul style="list-style-type: none"> <li>Draft minutes issued to council prior to following meeting</li> <li>Minutes reviewed, approved by council and signed by Chairman at following meeting</li> </ul>	Low			
Members Interests	Conflict of Interest	<ul style="list-style-type: none"> <li>Register of Interest form completed by every councillor</li> <li>Register of Interest form updated if relevant change occurs</li> <li>Opportunity to declare interests at every meeting, on agenda, and minuted</li> <li>Councillors free to declare an interest at any point during meeting if required, minuted</li> <li>Any conflict addressed at council meeting as required</li> </ul>	Low			
Transparency	Failure to comply with code	<ul style="list-style-type: none"> <li>Council website contains correct information required by current version of code</li> </ul>	Low			
GDPR	Failure to comply with Regulations	<ul style="list-style-type: none"> <li>Data Protection Registration with ICO</li> <li>GDPR policies in place</li> </ul>	Low			

**Key to Risk Ratings**

Low Risk – Continue with existing control measures

Medium Risk – Proceed with caution. Review whether task can be carried out another way or whether additional control measures are required

High Risk - Do not proceed until an alternative safe system of work or other control measures are put into place

Date created	Carried out by (Name)	Signature	Job Title	Approved by	Signature	Title
03.01.2020	Anne Ogilvie		Parish Clerk and RFO	James Rowe		Chairman