Southorpe Parish Council (SPC) Risk Assessments

VILLAGE FIELD				
Hazard	**Potential Risk**	**Risk level**	**Action**	**Checked/Comments**
Litter, glass and dog mess	Injury or illness to 3rd party	Low	Visitors to remove litter, glass, dog mess etc from site and ensure safe disposal according to Village Field usage guidelines on SPC website Periodic inspection by SPC	Clerk to record checks
Poisonous, thorny or stinging plants	Injury to 3rd party	Low	Report presence of such plants to the Clerk who recorded on the SPC website	
Damaged or faulty benches, gates or fencing	Injury to 3rd party	Low	Biannual inspection for splinters or damage by SPC. Repairs actioned by Clerk as necessary	Clerk to record checks
Trees, fallen branches, uneven ground	Injury to 3rd party	Low	Biannual inspection by SPC. Removal of potentially dangerous trees/branches. Uneven ground made good and/or visitors made aware	Jan: July:
Operation of vehicles/machinery by contractors/volunteers	Injury to 3rd party	Low	Those operating machinery should be competent and operate in safe manner	
Unauthorised access and habitation of the site. Unauthorised deposit of waste	Temporary loss of facility. Damage to infrastructure, litter and waste left on site	Low	Maintain sufficient security to site entrance i.e. change combination of gate padlock every 2 months and inform Clerk. Report incidents to police.	
All the above	All the above	Medium	Clerk to ensure insurance cover is adequate for public liability and all identified hazards	Insurance cover: Renewal September

Phone box and Defibrillator				

Southorpe Parish Council (SPC) Risk Assessments

Hazard	Potential Risk	Risk Level	Action	Checks/Comments
Phone box becomes structurally unstable causing it to topple	Injury to 3rd party	Low	Monthly checks by SPC for damage/stability issues Report any issues to Clerk for immediate repair	Clerk records inspection
Injury to person(s) whilst opening the door or accessing the defibrillator	Injury to 3rd party or defibrillator user	Low	Monthly checks by SPC for damage Report any issues to Clerk for immediate repair or maintenance	Clerk records inspection
The defibrillator suffers damage owing to the phone box toppling over or vandalism	Defibrillator cannot be used	Low	Report incident immediately on Webnos and Circuit Apps who will inform the ambulance service that the defibrillator is out of action. Clerk to make Southorpe residents aware the defibrillator is out of service	
Failure to undertake monthly operational checks	Defibrillator does not operate as required in an emergency Defibrillator will be taken off the ambulance service inventory Invalidation of Community Heartbeat Trust insurances. SPC is sued.	Medium	Operational and maintenance checks to be carried out at 4 weekly intervals by nominated users Changing of pads, battery and rescue kit to be undertaken by trained users as required. Identify sufficient nominated users to carry out monthly maintenance checks All inspections, actions and incidents to be logged on Webnos and Circuit by nominated user and the Clerk informed as necessary	Monthly checks, maintenance and Webnos/Circuit reporting undertaken by Cllr Blackmore Deputy user is Cllr Brown

Southorpe Parish Council (SPC) Risk Assessments

Laptop and Printer				
Hazard	**Potential Risk**	**Risk Level**	**Action**	**Checks/Comments**
Clerk's Laptop	System is hacked by outside source and renders laptop and data unusable or at risk. Laptop, software, battery comes to end of useful life or laptop fails	Medium	Clerk to: • backup as necessary • Keep all software, particularly anti-virus, up to date. • ensure emails and/or attachments are not opened if they look unsafe • to seek approval for repairs and replacement items from SPC. • maintain a log of incidents and repairs	Clerk to monitor
Clerk's Printer	Stops working	Low	Clerk to: • maintain and seek approval for repairs and replacement items from SPC. • maintain a log of incidents and repairs	

Southorpe Parish Council (SPC) Risk Assessments

Mobile Vehicle Activated Speed Sign (VAS)				
Hazard	**Potential Risk**	**Risk Level**	**Action**	**Checks/Comments**
User trips, strains and falls, collision with vehicles on highway whilst installing/uninstalling VAS to fixing pole or transporting for maintenance	Injury to user and/or 3rd party Damage to VAS	High	Ensure 2 persons carry out this activity Users to wear high - vis	Replace with static fixed location VAS to remove hazards associated with heavy manual handling asap. Two static units purchased Feb25 awaiting installation
VAS falls whilst user is installing/uninstalling to fixing pole	Injury to user or 3rd party Damage to VAS	High	Ensure 2 persons carry out this activity Ensure that unit is securely positioned on post and locked in position.	Replace with static fixed location VAS to remove hazards associated with heavy manual handling asap Two static units purchased Feb25 awaiting installation
VAS is damaged by act of vandalism	VAS no longer functions	Low	Visually inspect VAS as a minimum when removing for maintenance. Report damage to Clerk	

Southorpe Parish Council (SPC) Risk Assessments

FINANCIAL			ASSET MANAGEMENT
	Potential Risk	Risk Level	Action
Assets	Protection of physical assets	Medium	Assets insured for loss or damage according to asset register. Value adjusted annually. Routine inspections carried out. Asset list checked and updated annually.
	Security of buildings, equipment etc	Medium	IT equipment and records located within Clerk's premises.
Finance	Banking	Medium	All monies held in HSBC Bank. Current account and High Interest account at present. All bank statements cross referenced with accounts spreadsheet cash book. Monthly/quarterly checks by Councillors done of invoices/bank statements/bank reconciliation.
	Loss of cash through theft or dishonesty	Low	Cash rarely handled. All other transactions by bank transfer. Monthly reconciliation by clerk circulated for monthly meetings.
	Financial controls and records	Medium	All payments are authorised at meetings and cheques signed by 2 signatories (rarely used) and bank transfer payments set up by clerk online and authorised for payment by 2 councillors/signatories.
	Comply with HM Revenue and Customs regs for VAT and PAYE	Medium	VAT reclaim calculated and submitted by clerk at least annually. Internal and external audits carried out. PAYE payments calculated by payroll company and paid direct to HMRC by SPC and subtracted from clerk pay.

Southorpe Parish Council (SPC) Risk Assessments

	Sound budgeting to underlie annual budget	Medium	Annual budget proposal put to full council in November/December to discuss and approve. Precept derived directly from this. Expenditure against budget reported to Council quarterly.
	Authorisation and control of supply of goods and services	Medium	Supply of all goods and services regulated by the Council's Financial regulations. These are checked and updated annually. Where required, written quotations are supported by written purchase orders. All transactions are approved by the council. Some contract/utility payments can be made between meetings where payments are agreed in advance. Financial records available for public inspection 15 days prior to the audit.
	Rick to third party, property or individuals	Medium	Insurance in place. Open spaces checked regularly. Trees and land investigated if damage reported.
Liability	Legal liability as consequence of asset ownership	Medium	Insurance in place. Assets checked annually as per asset risk assessment.
Employer	Comply with employment law	Medium	Membership of CAPALC. Clerk training for CiLCA qualification.
	Comply with inland revenue requirement	Medium	Audits carried out. PAYE tax payments made. Clerk pay agreed by full council.

Southorpe Parish Council (SPC) Risk Assessments

Liability	Safety of staff and visitors	Low	Clerk works from home. House insurance in place. 2 members of SPC to be present when books are open for inspection. Councillors contacted by telephone by members of the public.
	Service interruption due to long term absence of clerk	Medium	Standby cover required in budget
	Ensure activities are within the legal powers	High	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
Legal liability	Proper and timely reporting via meetings and minutes	Medium	Council meets bimonthly and receives and approves minutes of the last meeting. Minutes made available to public on the notice board and website. All draft minutes checked before publication. Standing Orders in place and reviewed and agreed annually.
	Proper document control	Medium	Data storage to comply with Data Protection Act and GDPR. All documents stored at clerk premises.
Councillor propriety	Register of interests and Code of Conduct	Medium	Register of interest completed on appointment and updated as and when necessary. Code of Conduct adopted and Councillors' Declaration of Acceptance signed following adoption of new Code of conduct. Chairman's Declaration of Acceptance signed annually. All members are required to make a declaration of interest in any item on each agenda at the start of each meeting.