# DONHEAD ST ANDREW PARISH COUNCIL

## RISK ASSESSMENTS – Index of Risks


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# DONHEAD ST ANDREW PARISH COUNCIL

## RISK ASSESSMENT: 01 - Office safety and management Procedures

| | Probability | | | | Impact | | | | Risk | |
|---|---|---|---|---|---|---|---|---|---|---|
| **OFFICE SAFETY and MANAGEMENT:** | High | medium | low | | High | medium | low | | high | low |
| a. Open and transparent | | | √ | | | | √ | | | √ |
| b. Keep others informed | | | √ | | | | √ | | | √ |
| c. Maintain public access | | | √ | | | | √ | | | √ |
| d. Post minutes of meetings | | | √ | | | | √ | | | √ |
| e. Keep accounts | | | √ | | | √ | | | | √ |
| f. Conduct annual audit | | | √ | | | | √ | | | √ |

**PERSONS AT RISK:** Councillors – a, b, e and f. General public – c and d.

| **ACTION REQUIRED:** | | **ACTION?** |
|---|---|---|
| Maintain index of filing system | Maintain a file register | To be implemented |
| Computer procedures | Establish back up routine. | USB drive used monthly as a minimum. |
| Administrative procedures | Establish office opening and closing procedures for Councillors and members of the public during public access times. | Very informal office hours – restricted to prior arrangement with the Clerk. |
| Minutes of meetings | Post minutes of all meetings. | Draft minutes on notice board and on website. |
| Accounts | Establish accounting routine for all transactions. | Noted; detailed procedures not fully in place. Requires amendment to comply with internet banking. |
| Health and Safety issues | Maintain record of any health and safety issues that are not accidents / incidents; reporting at full meetings. | To be recorded in minutes |

# DONHEAD ST ANDREW PARISH COUNCIL

RISK ASSESSMENT: 02

Selection and Appointment of Sub-Contractors

| | Probability | | | | Impact | | | | Risk | |
|---|---|---|---|---|---|---|---|---|---|---|
| **SELECTION and APPOINTMENT OF S/Cs**: | high | medium | low | | high | medium | low | | high | low |
| a. Competence /workmanship | | ✓ | | | | ✓ | | | | ✓ |
| b. Safety record | | ✓ | | | | ✓ | | | | ✓ |
| c. Working in public areas | | ✓ | | | | ✓ | | | | ✓ |
| d. Working alongside traffic | | ✓ | | | | ✓ | | | | ✓ |
| e. Known dangers & risks | | | ✓ | | | | ✓ | | | ✓ |
| f. Financial loss | ✓ | | | | ✓ | | | | | ✓ |
| g. Unclear duties / responsibility | ✓ | | | | ✓ | | | | | ✓ |
| h. Unclear specification | | ✓ | | | | ✓ | | | | ✓ |

**PERSONS AT RISK:**

Sub-contractors – a, b, d, e, g and h.
General Public – b, c and d.
Parish Council – e, f, g and h.
Council Tax payers – f, g and h.

Note: the 'Action Required' should be moderated to take account of size of the company or contractor being employed.

| **ACTION REQUIRED:** | | **ACTION?** |
|---|---|---|
| Contractors | Seek advice and recommendation when compiling list of sub-contractors. | Noted |
| | Select a list of 3 sub-contractors or as specified in current Financial Regulations. | Noted |
| Enquiry document | Be clear and concise. | Noted |
| | State what is to be done; where, when, how and by whom.<br>Document to include, for example, a sketch map giving locations and a list of duties and responsibilities. | Noted |
| | Document to contain a statement of risks and responsibilities to be carried by the sub-contractor, including a clear statement on public liability insurance. | Noted |
| Quotations | Verify that all sub-contractors have quoted on the same terms. | Noted |
| | Tabulate rates and prices for discussion (by sub-committee if appropriate) for recommendations to full parish Council meeting. | Noted |
| Selection | Parish Councillors to select. | Noted |
| Appointment | Parish Clerk to appoint. | Noted |
| Information to be provided to sub-contractor | Contact details for queries and invoicing.<br>Mechanism for incident reporting.<br>Known dangers and risks associated with the project.<br>Location of any utilities.<br>Key dates for work and/or completion. | Noted |
| Information to be provided by sub-contractor | A statement of the competency of the personnel being used.<br>A copy of their safety policy.<br>A copy of their C.O.S.H.H. assessment for the work being carried out – for storage and handling of materials.<br>A copy of the noise assessment.<br>A copy of their Employer's Liability Insurance.<br>A copy of their Public Liability Insurance.<br>A copy of their risk assessments and method statements. | Noted |

# DONHEAD ST ANDREW PARISH COUNCIL

## RISK ASSESSMENT: 04 - Litter Picking

| | Probability | | | | Impact | | | | Risk | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Lanes other than the A30:** | **high** | **medium** | **low** | | **high** | **medium** | **low** | | **high** | **low** |
| a. Working alongside traffic | ✓ | | | | ✓ | | | | ✓ | |
| b. Flying debris | | | ✓ | | | ✓ | | | | ✓ |
| c. Broken glass / hazardous items, i.e. syringes | | ✓ | | | | ✓ | | | | ✓ |
| d. Injury – thorns etc | | ✓ | | | ✓ | | | | ✓ | |

**PERSONS AT RISK:** Councillors and volunteers – a, b, c and d.

| **ACTION REQUIRED: (Above all use common sense!)** | | **ACTION?** |
|---|---|---|
| Councillor and volunteer protection and safety | Clothing and equipment to consist of:<br>Stout footwear<br>High visibility waistcoat preferable, otherwise distinctive, 'loud' coloured clothing<br>Industrial style gloves and Litter picker<br>Dogs, dubious characters etc.<br>Potentially hazardous waste. | Provision of high visibility vests (or alternative), litter pickers and suitable gloves – to be worn / used at all times.<br><br>No lone working; mobile 'phone to be available.<br>No intervention – leave and report to Clarence. |
| | All items of clothing and equipment to be inspected a week before any litter picking; the Clerk being notified if replacements needed. | Noted. |
| Public safety | Take care in public areas not to leave implements such that accidents may occur. | Noted. |
| Litter Collected | Pick litter into bags provided by the Parish Clerk and leave at a pre-determined location; Parish Clerk to arrange collection as appropriate. | For 'large scale collections' – the Clerk will arrange a pick up point with WC Street Scene manager. |

# DONHEAD ST ANDREW PARISH COUNCIL

## RISK ASSESSMENT: 05 - Grounds Maintenance / Cemetery

[Only applicable if contracts not let]

| | Probability | | | | Impact | | | | Risk | |
|---|---|---|---|---|---|---|---|---|---|---|
| **GRASS MOWING / HEDGE & SHRUB PRUNING:** | **high** | **medium** | **low** | | **high** | **medium** | **low** | | **high** | **low** |
| a. Contact with rotating blades | | | ✓ | | | | ✓ | | | |
| b. Flying / falling debris | | ✓ | | | | ✓ | | | | |
| c. Collision with obstacles | | ✓ | | | | | ✓ | | | |
| d. injury from lack of appropriate clothing | | | | | | | | | | |
| e. injury from 'volunteer' equipment | | | | | | | | | | |
| f. Public injury from volunteer actions | | | | | | | | | | |

**PERSONS AT RISK:** General Public – b and f.
Volunteers – a, b, c, d, e and f.

| **ACTION REQUIRED:** | | **ACTION?** |
|---|---|---|
| Volunteer protection | Volunteers to be equip themselves with all appropriate clothing and safety equipment, i.e. stout footwear, gloves and goggles | Noted |
| Equipment | To be assessed for effectiveness and faults prior to any work taking place. | Noted |
| | | Noted |
| Public Injury | Work to stop if the public close by, OR, warning notices placed in prominent places | Volunteers to note |
| ******* | When such work is outsourced, Councillors need to decide whether each contractor or company needs to submit a risk assessment sheet as part of the quotation. This decision to be made by full council prior to the contract being awarded; the criteria to take account of the size and nature of the work involved and whether the contractor has adequate public liability insurance. | Noted |

# DONHEAD ST ANDREW PARISH COUNCIL

## RISK ASSESSMENT: 06 - Finance

| | Probability | | | | Impact | | | | Risk | |
|---|---|---|---|---|---|---|---|---|---|---|
| **FINANCE:** | **high** | **medium** | **low** | | **high** | **medium** | **low** | | **high** | **low** |
| a. Budget setting - Inadequate funding and reserves | | | √ | | | | √ | | | √ |
| b. Budget monitoring – under or over expenditure | | √ | | | | √ | | | | √ |
| c. Lack of procedural knowledge – VAT, precept application, payroll, pensions | | | √ | | √ | | | | | √ |
| d. Fraud and theft – cheque signing, income collection and petty cash | | | √ | | √ | | | | | √ |
| e. Inadequate systems | | √ | | | | √ | | | | √ |
| f. Procedural queries | | | √ | | | | √ | | | √ |
| g. Clerk / RFO integrity | | | √ | | √ | | | | | √ |

**PERSONS AT RISK:** Councillors - a, c, d, e, f and g.
Wiltshire Council - c and e.
Council Tax Payers – a, b, c, d, e, f and g.

| **ACTION REQUIRED:** | | **ACTION?** |
|---|---|---|
| Budget setting | Consideration by a minimum of 2 Full council meetings. | In place. |
| Budget monitoring | Minimum of quarterly monitoring at full council meetings. | In place. |
| Lack of procedural knowledge | RFO/Clerk to make full use of training/advice offered by WALC, SDC and HMRC. | Noted. |
| Fraud and theft | Minimum of 2 councillors to sign each cheque, counterfoil and invoice; invoices for faster payments; DD mandates for regular payments | In place; needs documentation |
| | Issue receipts at time of cash collection. | As appropriate. |
| Inadequate systems | Appoint competent Internal Auditor and provide current 'Governance and Accountability for Local Councils'. | In place. |

| | | |
|---|---|---|
| Procedural queries | Consult WALC for indemnified advice. | As appropriate. |
| Clerk / RFO integrity | Collection of written references.<br>Fidelity insurance. | Done.<br>In place. |