

Clee St Margaret Parish Council Risk Assessment

	Risks	Level	Action Required
Physical Assets owned by the council	<ul style="list-style-type: none"> a) Risk to third party through usage of assets. b) Damage to assets 	<ul style="list-style-type: none"> a) Low b) Low 	<ul style="list-style-type: none"> a) Public liability Insurance in place and council reviews cover annually. b) Clerk maintains register of assets and checks quarterly.
Managing the Common	<ul style="list-style-type: none"> a) Quadbike b) Robocutter c) Bracken Crusher d) Weed Wiper e) Flail Topper f) Environmental Damage 	<ul style="list-style-type: none"> a) Medium b) Low c) Medium d) Medium e) Medium f) Medium 	<p>All mechanical and chemical management of the common should only be undertaken by members of the Parish Council or Commoners Association or by a contractor with Public Liability Insurance. Access by members of the public must be controlled during any operations using appropriate signage. All machinery must be inspected before use to ensure safe operation and guidance for specific machinery and chemicals must be followed including the use of safety equipment. RoSPA and HSE guidance must be followed. Faulty machinery must not be used and maintenance requested from the Hill Manager or Clerk</p> <ul style="list-style-type: none"> a) Only to be used by experienced riders who are Councillors or members of the Commoners Association. See Supporting document 'Quadbike Management b) Only to be operated by trained operators who are supervised by councillors or members of the Commoners Association c) Only to be operated by trained operators d) Only to be operated by trained operators and follow guidance for chemicals e) Only to be operated by trained operators <p>F) All management activity on The Common must be assessed for its potential to damage the environment and bio-diversity. The Management Plan must be followed and any activity required outside of the plan must be brought before Clee St Margaret Parish Council for consideration.</p>

Theft/Fraud	<p>a) Employee, councillor or member of the public defrauding/stealing from the council</p> <p>b) Loss of funding affecting the council activities</p> <p>C) Theft of equipment</p>	<p>a) Medium</p> <p>b) Low</p> <p>c) Medium</p>	<p>a) Council adheres to NALC Model Financial Regulations and reviews annually</p> <p>b) Clerk performs monthly bank reconciliation and non-signatory councillor to perform a 6 monthly financial check of cashbook and bank statements. Report any discrepancies to Chair immediately and full council as soon as possible.</p> <p>c) All cheques are double signed. Clerk not to sign own salary cheque.</p> <p>d) Online banking payments require authorisation by two signatories.</p> <p>e) Cheque books kept safely and no petty cash held</p> <p>f) Reserve is maintained in bank to cover unexpected losses.</p> <p>g) All cheques are kept safely and banked within 3 working days</p> <p>h) Council insurance covers losses due to theft/fraud by employees and councillors</p> <p>a) All equipment must be stored in locked storage and action taken to reduce the risks of theft. Where tracking devices or marking should be considered. Equipment must not be left unattended by either a Councillor or Member of the Commoners Committee.</p>
Misuse of Public Money	<p>a) Inappropriate awarding of contracts</p> <p>b) Poor value for money</p> <p>c) Poor budgetary controls</p> <p>d) Illegal use of public money</p> <p>e) Non-payment of salaries and Inland Revenue</p> <p>f) Non-claiming VAT</p>	<p>a) Medium</p> <p>b) Low</p> <p>c) Low</p> <p>d) Low</p> <p>e) Low</p> <p>f) Low</p>	<p>a) Contracts above £1500 are awarded via formal public tender following NALC model Financial Regulations.</p> <p>b) All expenditure between £100 and £1500 based on at least two and preferable 3 quotes obtained by the clerk or Councillor and agreed at full council meeting.</p> <p>c) Clerk prepares quarterly report on income, expenditure against budget headings and bank statement reconciliation for full council meetings. Clerk prepares report to full council prior to annual budget setting. Full council agree budget and precept.</p> <p>d) Record in the accounts of the precise powers under which expenditure is being approved.</p> <p>e) Internal check confirms payments made and included in bi-monthly report to full council.</p> <p>f) Diarised to claim annually.</p>
Loss of Income	<p>a) Non-receipt of precept</p> <p>b) Loss of grants</p> <p>c) Inability to provide services</p>	<p>a) Low</p> <p>b) Low</p> <p>c) Low</p>	<p>a) Clerk writes to Shropshire Council requesting the precept immediately after the meeting to set the precept.</p> <p>b) Clerk to diary claiming and reporting for regular grants and report to full council</p> <p>c) Contingency is maintained to support loss of income</p>

Public Relations	<p>a) Poor communication</p> <p>b) Biased decision-making</p> <p>c) Damage to third party as a consequence of council providing services</p>	<p>a) Low</p> <p>b) Medium</p> <p>c) Medium</p>	<p>a) All agendas and minutes are paginated and published on both website and noticeboards. Communications with the public will be recorded and maintained by the clerk. All communications with the press are to be channelled via the clerk to check legality.</p> <p>b) Members interests, gifts and hospitality received recorded prior to each council meeting and an annual record maintained by the clerk. NALC Code of Conduct will be reviewed at least annually.</p> <p>c) Ensure any contractors used have public liability insurance. Council has public liability insurance.</p>
Employees	<p>a) Claim of unfair dismissal</p> <p>b) Claim for workplace injury</p> <p>c) Lone working</p>	<p>a) Low</p> <p>b) Low</p> <p>c) Low</p>	<p>a) NALC Model contract is used. Insurance includes Employers Liability. Annual appraisal to be completed by the Chairman</p> <p>b) No moving or handling is undertaken. Follow Home Workers Risk Assessment.</p> <p>c) All lone activities are carried out in daylight and worker carries mobile phone. Meetings with unknown members of the public to be notified to a councillor who notes venue and time.</p>
Website	<p>a) Security</p>	<p>a) Low</p>	<p>a) Administration is password protected. Any confidential information will be password protected.</p>
Information	<p>a) Loss of council documents retained on computer</p>	<p>a) Medium</p>	<p>a) All documents are backed up to Microsoft One Drive.</p>
Defibrillators	<p>a) Claim against the council for misuse</p> <p>b) Claim against the council for in-operation</p> <p>c) Loss or damage to defibrillator and cabinet</p>	<p>a) Low</p> <p>b) Low</p> <p>c) Medium</p>	<p>a) Defibrillators are fully automatic and will not shock if not appropriate and West Midland Ambulance Service Insurance will cover all defibs logged on The Circuit</p> <p>b) All defibs will be checked 6 weekly and logged in record book and on The Circuit</p> <p>c) Council insurers cover the replacement costs if damaged or stolen.</p>
Use of Contractors	<p>a) Claim for injury whilst working on contract</p> <p>b) Claim against Council for not awarding the contract fairly</p>	<p>a) Medium</p> <p>a) Low</p>	<p>a) All contractors to sign contract and agree health and safety arrangements before undertaking work. Contract to conform to guidance from Shropshire Council. Must have public liability insurance. Appropriate signs to warn of mud on road/worker in road.</p> <p>a) Council to ensure tendering process is followed correctly.</p>
Personal Data	<p>a) Data Breach</p> <p>b) Non-compliance with General Data Protection Regulations (GDPR)</p>	<p>a) Low</p> <p>b) Low</p>	<p>a) All personal data is held securely with password protected computers and locked filing cabinets. Personal data will be destroyed securely when no longer required.</p> <p>b) Council is registered with the Information Commissioners Office and will renew annually. Council will comply with the requirements of the GDPR using the NALC toolkit</p>
Infection Control	<p>a) Transmission of infection to staff, councillors and public</p>	<p>a) Low</p>	<p>a) Follow government advise of infection control measures.</p>

			<ul style="list-style-type: none"> b) Handwashing facilities with soap and water in place following government guidance of 20 seconds c) Hand drying with paper towels. d) Gel sanitisers made available where hand washing not possible.
Lone Working	a) Assault, Injury, Verbal abuse, Physical abuse, Accident, Slips, trips and falls, not returning home at the end of the visit.	a) Low	<ul style="list-style-type: none"> a) Work except Parish Council meetings to take place during day light hours. Keep mobile phone on person. b) Ensure Councillors/family/friends know expected time of return and who to call if not back. c) Meetings to be diarised with time and venue.
Trees	Falling Branches/Trees	Low	<ul style="list-style-type: none"> a) The Common will be zoned and inspected by The Hill Manager following guidance in the supporting document 'Tree Management' b) All minor work to be carried out by qualified chain saw operators. c) Contract professionally qualified and insured arboriculturists to inspect and manage large or 'Special Trees'.
Uneven Ground	Slips, Trips & Falls	Medium	<p>There are always likely to be natural slip /trip hazards in a natural landscape, including roots, uneven ground, leaf debris, fallen or wind-blown wood/plant debris etc.</p> <ul style="list-style-type: none"> a) Visitors are encouraged to wear appropriate footwear and to take note of weather conditions. b) Ensure telephone numbers of key holders to gates for emergency access are up to date
Biological	Animal Waste, Drugs Paraphernalia, Sharps, Human Body Fluids / Waste	Low	<ul style="list-style-type: none"> a) Public should be vigilant and avoid any such hazards. b) Report immediate threats to the police and of maintenance issues to The Parish Council c) Signage encouraging people to bag and take home dog faeces. d) Warnings signage of farm animals
Litter	<ul style="list-style-type: none"> a) Danger to the wildlife and farm animals b) Damage to the environment c) Risk of fire 	Low	<ul style="list-style-type: none"> a) Signage reminding not to litter and potential damage caused.
Dogs	<ul style="list-style-type: none"> a) Injury to other users of common b) Injury to Wildlife and grazing livestock 	Medium	<ul style="list-style-type: none"> a) Signage to remind dog walkers of their responsibilities especially during lambing season.
Fire on Clee Liberty Common	a) General Management of Fire Risk		A Fire Risk Assessment Will Be Prepared.

Completed 23/6/23
Next Review: June 2024