

RISK ASSESSMENT FORM

RISK ASSESSMENT TITLE: Covid-19

APPROVED BY: THE COUNCIL

DATE APPROVED: 11 March 2021

NEXT REVIEW DATE:

LOCATION / SERVICE:

DATES PREVIOUS REVIEWS CARRIED OUT:

MANAGER RESPONSIBLE FOR THIS ASSESSMENT: The Council

<p>HAZARD</p> <p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p> <ul style="list-style-type: none"> • Slipping / tripping hazards • Working at any height • Machinery • Vehicular movement • Flammable materials / sources of origin • Manual handling • Chemicals • Aggressive people / challenging behaviour • Electricity • Noise / vibration / dust / noise • Workplace stressors • Lay-out of workplace • Other things that could cause significant harm 	<p>WHO MIGHT BE HARMED?</p> <p>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected. Some examples are:</p> <ul style="list-style-type: none"> • Office Staff / depot staff / reception staff • Contractors • Members of the public • People sharing your workplace • Environment <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • People with disabilities • New or expectant mothers • Young or inexperienced staff • Lone workers • Visitors / children 	<p>IS THE RISK ADEQUATELY CONTROLLED?</p> <p>Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:</p> <ul style="list-style-type: none"> • Adequate information, instruction, training and supervision? • Adequate systems or procedures? <p>Do the precautions:</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Reduce risk as far as reasonably practical? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, other council documents giving the information.</p>	<p>WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?</p> <p>What more could you reasonably do for those risks which you found were not adequately controlled?</p> <p>You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:</p> <ul style="list-style-type: none"> • Remove the hazard completely • Substitute a safer alternative • Provide a safe system of work • Prevent access or exposure to the hazard • Organise work to reduce the frequency of exposure to the hazard • Issue personal protective equipment • Provide welfare and first aid facilities
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	Impact	Likelihood	Score					
Personnel Identify any risks to staff and councillors due to Covid restrictions such as self-isolating.	1	2	3	Clerk and Councillors	Clerk works from home. Council meetings held online when appropriate, in accordance with Covid regulations. Meetings held in Village Hall – follow Village Hall covid guidance.			

Great Bedwyn Parish Council

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Council operating model. Risk that the council does not operate in a covid safe manner.	1	1	2		The Council follows government guidance.			
Covid-19 policy – the Council does not have a specific covid procedure document – risk that it does not operate in covid safe manner.	1	1	2		Standing orders have been updated to account for change in law due to Covid-19 restrictions. Council duties are carried out in a socially distanced manner, for example meeting are held online, and are compliant with the standing orders and other covid-19 legislation.			

RISK ASSESSMENT FORM

RISK ASSESSMENT TITLE: Open Spaces/Assets/Highways.

APPROVED BY: THE COUNCIL

DATE APPROVED: 11 March 2021

NEXT REVIEW DATE:

LOCATION / SERVICE:

DATES PREVIOUS REVIEWS CARRIED OUT:

MANAGER RESPONSIBLE FOR THIS ASSESSMENT: The Council

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Assets – see appendix 1 Risk of loss of assets through neglect. Risk of injury to public. Risk of vandalism.	3	2	6	The Council The Public	The Council is covered by insurance.			

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Telephone box – the telephone box was refurbished in 2018 and refitted as a tourist kiosk with a grant from Pewsey Vale Tourism. A new door was installed to replace broken door. Risk that the asset could fall into disrepair and lead to loss of service and risk of injury. Risk of vandalism.	Impact 2	Likelihood 2	Score 4	The Council The Public Pewsey Vale Tourism	The telephone box is covered by Council insurance.	Ensure that the telephone box is inspected on a regular basis.			
Strimmer - Theft	2	2	4	The Council	The strimmer is kept in a secure place. The Council has adequate insurance.			Allotment managers & clerk,	

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Litter bins – accumulation of litter risking loss of service and littering. Risk of vandalism.	2	2	4	The Council The Public The Environment	The playing field bins are regularly inspected by the Playground Manager who also advises the Clerk when new sacks are required. Other bins are owned by Wiltshire Council who are responsible for emptying them. Wiltshire Council reporting methods are advertised by the Parish Council. Council insurance in place.			
Parish Council Shed – risk of vandalism, theft, risk of injury to public.	2	2	4	The Council	The Parish Council shed is fenced and secured with a locked gate. The Parish Council is insured for theft and vandalism. No high value items are stored in the shed to minimise risk of financial loss to the Council	Fence and locks should be regularly inspected by the Open Spaces Manager.		Open spaces manager
Use of contractors – injury	2	2	4	The Council The Public	Contractors use their own equipment and are responsible for their own training and insurance.	Suitably qualified contractors must be appointed.	Each occasion	The Council

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War memorial – The War Memorial is situated on the Memorial Playing Field which is owned by the Village Hall Committee. The Council does not own the War Memorial or associated paving, but it does own the fence. The Council has the power but does not have a duty to maintain the War Memorial. The Council uses its power to carry out repairs and maintenance where necessary as agreed in the Service Agreement with the Village Hall Committee. There is a risk that the Parish Council does provide the service as agreed.	2	1	3	The Council The Village Hall Committee. The Public	The Clerk arranges for the War Memorial to be maintained.			

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<p>Flooding</p> <p>Risk of not providing relevant information to Wilshire Council. There is a risk that the water courses in the village are not monitored. There is a risk that the PC does not provide assistance to the community in times of flooding.</p>	Impact 3	Likelihood 2	Score 6	<p>The Council The public The environment</p> <p>There is information about the community Flood Group on the PC website. There is no PC representative on the Flood Group. Residents should report flooding to Wiltshire Council.</p> <p>Methods of reporting floods to Wiltshire Council are advertised on out of office email replies and social media.</p> <p>The Parish Council provides aqua sacs. This service is advertised on the Parish Council website.</p>			
<p>Hedges and grass cutting – overgrown hedges and open spaces. The Council has a Service Agreement with the Village Hall Committee for upkeep of hedges and grass cutting at the Memorial Playing Field. There is a risk for the Council if it does not meet its service requirements.</p> <p>The Council is responsible for hedge cutting at the communal areas at the allotments. Risk to Council of service not being provided.</p> <p>The Council provides grass cutting services for the Churchyard – risk to Council in transparency of what service it is providing, costs and adequate service being provided.</p> <p>The Council is responsible for grass cutting at Jockey Green – risk to interruption of service.</p>	Impact 2 2 2 2	Likelihood 1 1 1 1	Score 3 3 3 3	<p style="text-align: center;">The Council, The Public, The Village Hall Committee</p> <p>The Council has a contract with Lasts Landscaping for grass cutting services at the Memorial Playing Field and the churchyard and employs other contractors for the allotments and playing field hedge. A contractor cuts Jockey Green on an annual basis. These contracts are regularly reviewed. However, aside from the allotments, there is currently no inspection process in place to ensure the work is carried out in a satisfactory manner. The Council does not have an Open Spaces manager.</p> <p>There is no current Service Agreement in place between St Mary’s Parochial Parish Council and the Parish Council for the grass maintenance at the church.</p> <p>Public - the Parish Council advertises Wiltshire Council’s reporting tool on the website, Facebook page and out of hours email reply in order to encourage residents to report issues direct to Wiltshire Council.</p>	<p>Council to review on an ongoing basis.</p> <p>Review service and agree service agreement with St Mary’s Parochial Parish Council</p>		

RISK ASSESSMENT FORM

RISK ASSESSMENT TITLE: Allotments

APPROVED BY: THE COUNCIL

DATE APPROVED: 11 March 2021

NEXT REVIEW DATE:

LOCATION / SERVICE:

DATES PREVIOUS REVIEWS CARRIED OUT:

MANAGER RESPONSIBLE FOR THIS ASSESSMENT: Cllrs Clack & Younger

<p>HAZARD</p> <p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p> <ul style="list-style-type: none"> • Slipping / tripping hazards • Working at any height • Machinery • Vehicular movement • Flammable materials / sources of origin • Manual handling • Chemicals • Aggressive people / challenging behaviour • Electricity • Noise / vibration / dust / noise • Workplace stressors • Lay-out of workplace • Other things that could cause significant harm 	<p>WHO MIGHT BE HARMED?</p> <p>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected. Some examples are:</p> <ul style="list-style-type: none"> • Office Staff / depot staff / reception staff • Peripatetic workers • Machine operators • Contractors • Cleaners • Members of the public • People sharing your workplace <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • People with disabilities • New or expectant mothers • Young or inexperienced staff • Lone workers • Visitors / children 	<p>IS THE RISK ADEQUATELY CONTROLLED?</p> <p>Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:</p> <ul style="list-style-type: none"> • Adequate information, instruction, training and supervision? • Adequate systems or procedures? <p>Do the precautions:</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Reduce risk as far as reasonably practical? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, other council documents giving the information.</p>	<p>WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?</p> <p>What more could you reasonably do for those risks which you found were not adequately controlled?</p> <p>You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible, in the following order:</p> <ul style="list-style-type: none"> • Remove the hazard completely • Substitute a safer alternative • Provide a safe system of work • Prevent access or exposure to the hazard • Organise work to reduce the frequency of exposure to the hazard • Issue personal protective equipment • Provide welfare and first aid facilities
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Loss of Ramsbury Estates land for allotment	Impact 5	Likelihood 1	Score 5	The Council Tenants	Maintain high levels of allotment activity (all plots currently taken with a waiting list) and promote high standards of cultivation.			

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Flooding – risk of damage to allotments.	3	2	6	The Council Tenants Environment Public	Flood defences in place – flood barrier, drainage ditch. Ensure that ditches are maintained and kept clear – inspect regularly. Damage to plots/sheds/equipment: the tenants are responsible for insuring their plots. Council has liability insurance to cover communal areas, public land.			
Risk to safety of allotment holders and their visitors.	2	2	4	The Council Tenants The Public	Routine inspections conducted and plot holders asked to remove old or potentially dangerous items. Allotment holders meet annually to discuss safety and other issues. Children to be supervised at all times when on site. Dogs to be kept on lead; only allotment holder dogs are allowed on the allotments. Allotments holders sign an agreement detailing conditions.			
Unauthorised access to allotments by members of the public – risk of theft, vandalism, damage, public safety.	2	2	4	Tenants The Council	Close off any unauthorised access points, for example, entry ways from private land. Allotment holders are responsible for insuring their own plots. Council has liability insurance. Routine inspections conducted and plot holders asked to remove old or potentially dangerous items. Money set aside in reserves to replace fence.	Regular inspections.		The Council The allotment managers.

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Rodent infestation – risk to public health, damage to equipment and vegetation.	3	2	6	Tenants Public Environment	Carry out regular inspections and ask allotment holders to keep allotments clear of rubbish. Allotment holders who wish to keep chickens must sign the Chicken Charter. The Parish Council to provide a pest control service as necessary.			
Uncovered water butts – risk of contamination, spillage, risk to children’s safety.	3	2	6	Tenants Public Wildlife Environment	Routine inspections conducted and plot holders asked to remove old or potentially dangerous items. Inform allotments holders of their responsibilities Remind allotments holders they are responsible for insuring their plots. Allotment holders are responsible for supervising children at all times. Encourage allotment holders to use closed water butts.			
Loss of income due to unpaid rent and abandoned allotments.	1	2	2	The Council	Systems in place for rent ledger control and credit control. Rental year has been changed to run from October in order to facilitate the identification of abandoned plots.			

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Council non-compliance with the law.	2	1	2	The Council Tenants	Councillor training provided as necessary. Clerk has attended allotment training course. Allotment managers to seek advice of Clerk where necessary.	Review councillor training when new allotment managers appointed. Allotment managers should identify gaps in their training.	Annually – May Ongoing.	The Council Allotment Managers. Allotment managers
Abandoned allotments – risk of additional costs to the Council. Risk that empty allotments are not let.	2	3	6	The Council	Tenants agreements set out rules regarding end of Tenancy. Deposits not returned in event of abandoned allotments.	Regular inspections to check for rubbish and debris on allotments. Write to tenants requesting them to clear allotments of rubbish. Chase up suspected abandoned allotments.	Ongoing	Allotment Managers.

RISK ASSESSMENT FORM

RISK ASSESSMENT TITLE: Financial and Management

APPROVED BY: The Council

DATE APPROVED 11 March 2021

NEXT REVIEW DATE:

LOCATION / SERVICE:

DATES PREVIOUS REVIEWS CARRIED OUT:

MANAGER RESPONSIBLE FOR THIS ASSESSMENT: Cllr Ian Barry. The Clerk

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?
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Precept: Adequacy of precept in order for the Council to carry out its Statutory duties	4	1	4	The Council The public	The Councillors are asked to provide timely budget requests to the Clerk. The Clerk and the Finance Committee reviews the requests and drafts a budget in line with forecast spending, based on previous year spending and proposed new spending. The draft budget is presented to the Council for approval along with a budget report prepared by the Chair of the Finance Committee. The Council resolves the precept for the following year based on the agreed budget. The figure is submitted to Wiltshire Council by the Clerk.			

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Salary and non-compliance with HMRC regulations.	3	1	3	The Council	The PC employs a salaried clerk and the payroll is outsourced to a payroll company.			
VAT – incorrect treatment of VAT and failure to claim and recover VAT	2	2	4	The Council	The Council has adopted Financial Regulations based on the NALC template which set out the requirements for the accounting of payments. VAT reclaimed annually. The financial accounting of VAT is reviewed by the Internal Auditor.			
Grants – proper transparency and accounting of grants.	2	1	3	The Council	Grants made and received are separately accounted for and ring-fenced where necessary. Reviewed by the Internal Auditor.			

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Financial Records – risk of inadequate financial records that provide insufficient transparency to enable users to form an opinion of the financial position of the Council.	4	2	4	The Council	<p>The Council has Financial Regulations that set out its requirements.</p> <p>The Finance Committee reviews the Financial Regulations and spending.</p> <p>The Council considers and approves all payments and receives updates at each meeting on the Council’s financial position.</p> <p>The Council has adopted a receipts and payments accounting system based on the NALC template.</p> <p>The Council’s financial records are internally audited on a yearly basis and any recommendations made by the Internal Auditor and considered by the Council and any necessary changes to the financial system are made.</p>			
Fraud and error – inadequate checks.	4	2	8	The Council	<p>The Council has adopted Financial Regulations based on the NALC template that sets out the accounting controls required in order to prevent fraud.</p> <p>All cheques must be signed by two signatories.</p> <p>The Clerk’s expenses are reviewed by the full Council.</p> <p>Regular bank reconciliations are carried out by the Clerk and reviewed by the Council.</p>			
Fraud and error – payroll	3	2	6	The Council Employee	<p>The Clerk’s salary is set by the Council.</p> <p>The payroll is subcontracted to an outside provider who is recommended by the Internal Auditor.</p> <p>The Council reviews all payments.</p>			

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Legal powers – ultra vires payments and activities.	3	1	3	The Council	<p>All payments and activities are assessed by the Clerk to ensure they fall within the powers of the Council. They are subsequently reviewed by the Internal Auditor and External Auditor if necessary.</p> <p>Council is responsible for providing training to the Clerk if requested.</p> <p>The Council has adopted NALC model Standing Orders.</p>			
Inadequate insurance cover.	3	2	6	The Council	<p>Annual review undertaken by the Clerk and the Finance Committee. In addition, the level of insurance cover is reviewed by the Internal Auditor and his recommendations are considered by the Council and acted on where necessary.</p>			
Electronic records – loss of records.	2	2	6	The Council	<p>Email records are stored on the web provider’s server.</p> <p>Electronic records backed up daily onto external hard drive.</p> <p>Financial records are kept in the cloud (dropbox)</p>			

Great Bedwyn Parish Council

List hazards here:	List <u>specific</u> groups of staff/other people that are at risk:				List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk:		
	<u>RISK</u>		<u>PEOPLE</u>			<u>ACTION</u>	<u>BY WHEN</u>	<u>ACTIONED BY (NAME)</u>
	Impact	Likelihood	Score					

RISK ASSESSMENT FORM

RISK ASSESSMENT TITLE: Assets – Playground		
APPROVED BY: THE COUNCIL	DATE APPROVED: 11 March 2021	NEXT REVIEW DATE:
LOCATION / SERVICE: PLAYGROUND	DATES PREVIOUS REVIEWS CARRIED OUT:	
MANAGER RESPONSIBLE FOR THIS ASSESSMENT: Cllr Nicholson		

<p>HAZARD</p> <p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p> <ul style="list-style-type: none"> • Slipping / tripping hazards • Working at any height • Machinery • Vehicular movement • Flammable materials / sources of origin • Manual handling • Chemicals • Aggressive people / challenging behaviour • Electricity • Noise / vibration / dust / noise • Workplace stressors • Lay-out of workplace • Other things that could cause significant harm 	<p>WHO MIGHT BE HARMED?</p> <p>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected. Some examples are:</p> <ul style="list-style-type: none"> • Office Staff / depot staff / reception staff • Peripatetic workers • Machine operators • Contractors • Cleaners • Members of the public • People sharing your workplace <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • People with disabilities • New or expectant mothers • Young or inexperienced staff • Lone workers • Visitors / children 	<p>IS THE RISK ADEQUATELY CONTROLLED?</p> <p>Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:</p> <ul style="list-style-type: none"> • Adequate information, instruction, training and supervision? • Adequate systems or procedures? <p>Do the precautions:</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Reduce risk as far as reasonably practical? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, other council documents giving the information.</p>	<p>WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?</p> <p>What more could you reasonably do for those risks which you found were not adequately controlled?</p> <p>You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:</p> <ul style="list-style-type: none"> • Remove the hazard completely • Substitute a safer alternative • Provide a safe system of work • Prevent access or exposure to the hazard • Organise work to reduce the frequency of exposure to the hazard • Issue personal protective equipment • Provide welfare and first aid facilities
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List hazards here:	List <u>specific</u> groups of staff/other people that are at risk:			List existing control measures/systems.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk:			
	<u>RISK</u>	<u>PEOPLE</u>				<u>ACTION</u>	<u>BY WHEN</u>	<u>ACTIONED BY</u>
	Impact	Likelihood	Score					
Defective equipment: damage, physical injury	5	2	10	Public The Council	<ul style="list-style-type: none"> • Purchased from approved supplier in March 08 with 1 year guarantee for moving parts, 10 year guarantee for timber. • 2019 new risk - Guarantee expired, therefore increase in risk of costs to Council. • Inspection by PC representative at least once per month, items for repair/upkeep noted and cleared with the Clerk. ROSPA inspection annually, results seen by the PC representative and the Clerk. • Liability insurance • Money put aside in reserves for playground repairs and replacement equipment. 	Ensure that tasks identified in ROSPA report are actioned within six months of report- Cllr Nicholson	Ongoing	

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List hazards here:	List <u>specific</u> groups of staff/other people that are at risk:			List existing control measures/systems.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk:			
	<u>RISK</u>	<u>PEOPLE</u>				<u>ACTION</u>	<u>BY WHEN</u>	<u>ACTIONED BY (NAME)</u>
	Impact	Likelihood	Score					
Playground deterioration due to age of equipment.	5	3	15	The public The Council	Routine maintenance conducted on at least a monthly basis ground cover (bark) raked, rubbish removed, grassed areas cut. Bark topped-up every 1-2 years. Money put aside into reserves to cover replacement equipment.			
Vandalism / theft	5	1	5	The Public The Council	Playground enclosed by fence with access gate. Little/no history of vandalism to playground or equipment. Insurance			
Monthly Inspection reports. The monthly inspection report is carried out by someone without appropriate knowledge or training. This may occur with change of playground manager.	5	2	10	The Public The Council	None – risk not adequately controlled, however there has been no change in management in the last ten years.	At the Annual Meeting of the Parish Council ensure that playground manager is suitably knowledgeable and provide training where appropriate. Playground manager should also take responsibility for their own training during their tenure and identify any gaps in their knowledge and request training.	Annual Meeting of the Parish Council Ongoing.	The Council Playground Manager