

HUGHENDEN PARISH COUNCIL

As revised, updated and approved at a meeting of the Full Council dated the 12th July 2016

1 - GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
Lack of objective planning.	Lack of direction and prioritisation.	H	M	Initiate Strategic Plan with targets and monitor through Finance and Admin Committee reporting to Full Council	3A:f
Poor reporting to Council	Lack of financial control.	H	L	Responsible Finance Officer responsible for control of Council Finances and is supported with appropriate Council Financial Regulations. Accounts presented and monitored for acceptance on a monthly basis by Council and scrutinised by a Finance and Admin Committee quarterly.	3A:i
Lack of compliance with legal issues (Health & Safety, Data Protection, Disability Discrimination, Employment Law)	Complaints from Staff/ Councillors/ Public, resulting in loss of confidence and possible claim against Council.	H	L	Ensure clear policies in place and understood by staff and members and available to the public with annual review and retraining if required. Review policies annually. Indemnify with appropriate Insurance	
Lack of Appropriate Management and Administration.	Poor Quality decision making, confusion, misunderstanding, actions not reflecting Council intentions, policy confusion, misrepresentation of Council by Staff and Councillors.	H	M	Ensure Training Policies in place for both Members and Staff (MKBALC, WDALC and CILCA). Council to ensure compliance with agenda and meeting timetables and required decision making process/ protocol, including supporting information and the unambiguous recording of decisions in Council minutes. Staff/Members to ensure decisions are enacted upon and reported back to Council as and when required. All Council business to be recorded and kept on file with copy back up. Review to be completed of Council Policies annually for update or amendment.	3A:j

2 - HUGHENDEN PARISH COUNCIL – FINANCIAL & MANAGEMENT RISK ASSESSMENT

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
Assets	Protection of physical assets	M	L	Buildings insured. Value increased annually by RPI.	1A:a
	Security of buildings, equipment etc	H	L	Alarms on buildings. Contents insured. CCTV coverage.	2A:a
	Maintenance of buildings etc	M	L	Buildings currently being maintained on an ad hoc basis – instigate planned programme. Planned programme of electrical and safety equipment in place.	2A:b
Finance	Banking - insolvency	M	L	Bulk of investment handled by National Savings Bank. Remainder with HSBC.	2A:d
	Loss of cash through theft or dishonesty	L	L	Monthly reconciliation by two councillors. Covered by insurance.	1A:d
	Financial controls and records	M	L	Reconciliation prepared monthly by Clerk and reported to Council. Two members' signatures on all cheques. Imprest account to be limited to £1,000 per month for debit card transactions. Internal and external audit.	3A:a
	Comply with Customs and Excise Regulations	M	L	VAT payments and claims calculated by Clerk and reclaimed quarterly. Internal and external auditor to provide double check.	3A:e
	Sound budgeting to underlie annual precept	M	L	Finance & Administration Committee and Council receive detailed budgets in the late Autumn. Precept derived directly from this. Expenditure against budget reported to Finance & Administration Committee at each meeting.	3A:f
	Complying with borrowing restrictions	L	L	No new borrowing likely at present. Documentation available for current borrowing.	3A:c
Liability	Risk to third party, property or individuals	H	M	Insurance in place. See relevant sections.	1A:b
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds)	H	M	Insurance in place. See relevant sections.	1A a+b+e
Legal Liability	Ensuring activities are within legal powers	L	L	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.	3A:b
	Proper and timely reporting via minutes	L	L	Full Council meets once a month (except August). Standing committees meet bimonthly except planning which meets every 3 weeks. Minutes made available to press and public at the Council offices and on the website.	3A:i

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
	Proper document/data control	L	L	Leases and legal documents stored in fire proof cupboard within Council offices. Other data storage to comply with Data Protection Act and backed-up regularly offsite.	3A:l
Employer Liability	Comply with Employment Law	L	L	Keep up to date with membership of various national and regional bodies.	3A:d
	Comply with Inland Revenue Requirements	L	L	Receive and act upon regular advice from Inland Revenue. Internal and external auditor carries out annual checks.	3A:e
	Safety of Staff and Visitors	M	M	Covered in other sections of risk assessment.	1A:b
Councillor Propriety	Register of interest and gifts/hospitality in place	M	L	Register of interest completed and to be reviewed annually. Gifts and hospitality register available at each Council meeting.	3A:m

3 - HUGHENDEN PARISH COUNCIL - FIRE RISK ASSESSMENT – COUNCIL OFFICES

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
Fire Exits	Fire exits cannot be found or are unusable.	H	L	On ongoing basis, ensure all fire exits are correctly signed and illuminated to provide an easy way of escape if needed. Ensure that fire exits are kept unlocked when building occupied, and clear from any obstruction.	2A:a
Fire Extinguishers	Fire extinguishers cannot be found or do not function.	H	L	Ensure all fire extinguishers are securely fastened to a wall and clearly labelled. Undertake annual maintenance check with recognised provider to ensure still working correctly.	2A:a
	Staff cannot operate extinguishers	H	M	All staff should undertake training on correct usage of by recognised provider. New employees should be trained initially by existing employee as part of induction.	2A:a
Office Furniture	Furniture easily catches fire.	L	L	Ensure all furniture conforms to British Standards and is fire retardant.	2A:b
Smoke Alarms	Smoke alarms do not function and do not warn of fire.	H	L	Ensure there are smoke alarms in the building and they are regularly checked to ensure that they remain in working order. Check function and battery charge monthly by pressing button. Organise annual check by recognised contractor.	2A:a
Important documents	Important documents become lost forever in fire.	M	M	Ensure that all important documents are kept in a fire proof cupboard to provide adequate protection. Make sure the cupboard is not left open and unlocked.	3A:l
Electrical Items	Short circuit or overheating of cables and appliances.	M	M	Ensure all electrical items are well maintained and have no exposed wiring. Replace defective equipment immediately.	2A:b
Buildings	Fire hazard in other HPC owned buildings either used by HPC or leased to others.	M	M	Ensure all buildings owned by HPC are inspected every 5 years according to health & safety requirements by registered person.	2A:b

4 - HUGHENDEN PARISH COUNCIL – OPEN SPACES RISK ASSESSMENT

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
Playgrounds	Children and Public at risk of injury by faulty equipment or whilst equipment being used.	H	L	Equipment to be checked for safety and fitness for purpose annually by ROSPA. Any dangerous equipment indicated in the report should be immobilised and or made safe and notices erected and reported for any remedial action to Clerk for Council records. Remedial work to be undertaken by reputable contractor. Arrange for weekly visual check of equipment and record. Public Liability Insurance to be adequate to meet any claims. Annually.	1A:b
Bus Shelters (8)	Risk of injury to public if not inspected and maintained	H	L	Shelters to be checked quarterly and maintenance carried out as required (shelter type and locations to be identified) and reports recorded. Ensure that Public Liability insurance is adequate in the event of a claim.	1A:b
Seats (10)	Risk of injury to the public if not inspected and maintained.	H	L	Check seats/benches every 6 months and carry out maintenance if required, reports to be recorded. Ensure that Public Liability insurance is adequate in the event of a claim.	1A:b
Street Lights - Widmer End	Risk of injury to public from faulty equipment or energy supply.	H H	L L	Lights to be inspected quarterly and maintenance reported for action, electrical testing every 6 years by means of a contract with necessary street light qualifications and with their own Public Liability Insurance. Ensure that Public Liability Insurance is adequate in the event of a claim	1A:b
Notice Boards	Risk of injury to public by damaged or worn Notice Boards.	L	L	Inspect notice boards annually and maintain as necessary. Ensure that Public Liability Insurance is adequate in the event of a claim.	1A:b
HPC Owned Hedges	Risk of injury to public from overgrown hedges and during cut and maintenance.	M	M	Regular maintenance by authorised contractor with necessary Public Liability Insurance and qualification. Work by contractor to be regularly checked by HPC staff/Councillors for quality and safety of work being undertaken including protective clothing. Reports to be recorded. Unless risk is immediate, to comply with Wildlife and Countryside Act 1981, work is to be undertaken only between 1 st August and 28 th February. HPC to cover with Public Liability Insurance.	

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
HPC Owned Trees	Risk of injury to public and damage to property from falling trees or branches due to age, disease or inclement weather.	H	L	Arrange tree survey by reputable contractor with appropriate qualifications every two years and arrange maintenance from results of survey by accredited tree surgeon with appropriate qualifications and public liability insurance. HPC public liability insurance to cover.	
Burial Ground (Building/Toilet/Boundary Wall and Gate)	Risk of injury to public from unsafe installations or contractors maintenance of site.	H	L	Toilet maintained by owner/hirer with adequate Public Liability Insurance. Building/wall/gate arrange checks for maintenance annually. Ensure contractors working on site covered by Public Liability Insurance. Respond quickly to maintenance requirements with notices/barriers and urgent remedial work. HPC Public Liability Insurance to cover. Ensure the buildings insurance is adequate in the event of a rebuild.	
Other HPC owned land	Risk of injury to public from unsafe installations or contractors maintenance of site.	L	L	All boundaries and gates are checked periodically by HPC representative and maintained as required. Standpipes maintained as required. Water turned off during winter period.	
Allotment land	Risk of injury to public from unsafe installations or contractors maintenance of site.	L	L	Allotment land is regularly maintained during the season by suitably qualified contractor with adequate liability insurance. Grass is cut 11 times per year between April and October plus twice annual hedge cut between 1 st August and 28 th February. Unused allotments are trimmed back as required. Standpipes maintained as required. Water turned off during winter period..	

5 - HUGHENDEN PARISH COUNCIL – OFFICE STAFF RISK ASSESSMENT

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
Insurance	Injury during employment due to the fault of HPC resulting in a claim.	H	L	Ensure Council has adequate Employers Liability Insurance, is renewed annually and the certificate is displayed.	1A:b
Ventilation	Toxic fumes or overheating may overcome staff.	L	L	Ensure windows can be opened to provide adequate ventilation.	2A:b
Lighting	Visual fatigue	L	L	Ensure that there is adequate light, preferably natural light.	3A:d
Extreme temperatures	Unacceptable working conditions.	L	L	Ensure the office is at least 16 degrees centigrade where people are sitting down. Thermometers to be available to staff if requested.	3A:d
Trip hazards	Injury to staff.	M	M	On ongoing basis, all cables to be secured safely and stored neatly to avoid any hazard. All passageways to be kept free from obstructions. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Any worn flooring to be replaced, any spillages to be cleared quickly.	3A:d
Fire	Injury to staff.	H	M	See "Fire Risk Assessment" in section 3.	3A:d
Manual handling: boxes	Physical injury carrying heavy or unwieldy items.	H	M	Use carrying aids such as a trolley and have heavy furniture on castors. Plan so that lifting/carrying is kept to a minimum. (Weight limit for women: 16 kilos)	3A:d
First Aid	Staff unable to treat minor injuries.	M	L	Ensure there is an up-to-date first aid kit available for emergencies.	3A:d
Refreshments	Dehydration.	L	L	Adequate drinking water to be available	3A:d
General hygiene	Infection.	L	L	Ensure adequate toilet facilities with hot and cold water, soap and paper towels available.	3A:d
Lone working	Personal threats or physical attack	H	L	When alone in the office outside normal working times inform the Chairman/Vice Chairman or Senior Councillor to ensure personal safety. Place front door on latch to monitor access into the building. After evening meetings – Chairman of meeting to be responsible to ensure staff not left alone in the office.	3A:d

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
Electrical	Fire or electrocution.	M	L	Staff trained to spot any defective plugs, discoloured sockets or damaged cable/equipment. Defective equipment to be taken out of use safely and promptly replaced. Staff to be instructed not to bring in their own appliances such as toasters, fans etc	
Working with VDU's	Eye strain, upper limb disorders.	M	M	Ensure VDU is in good working order and screen is of good quality with no glare. In setting up software, choose options giving text large enough to read easily on the screen. Select colours that are easy on the eye. Individual characters on the screen are sharply focused and should not flicker or move. Light must be adequate, preferably natural and not cause glare. When using a VDU adjust your chair to find the most comfortable position for your work. Your forearms should be positioned approximately horizontal and your eyes the same height as the top of the VDU. Make sure there is enough work space to take whatever documents or other equipment you need. Make sure there is space under the desk to move your legs freely. Ensure any obstacles such as boxes or equipment are removed. Avoid excess pressure from the edge of your seat on the backs of legs and knees. A footrest may be helpful for smaller users. Take regular breaks to reduce any fatigue.	3A:d
Working with a keyboard	Repetitive strain injury.	M	M	Adjust your keyboard to get a good position. A space in front of the keyboard for a rest can be helpful for resting hands and wrists when not keying. Take regular breaks to avoid fatigue. When using the keyboard, try and keep a soft touch on the keys and don't over stretch your fingers. Good keyboard technique is important.	3A:d
Working with a mouse.	Wrist and hand strains.	M	M	Position the mouse within easy reach so it can be used with the wrist straight. Sit upright and close to the desk so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if not being used. Support your forearm on the desk, don't grip the mouse too tightly. Rest your fingers lightly on the buttons and do not press them hard. Take regular breaks to avoid fatigue.	3A:d
Posture: back strain/fatigue	Back strain and fatigue	M	M	Don't sit in the same position for long periods. Make sure you change posture as often as practical. Some movement is desirable but avoid repeated stretching to reach things you need.	3A:d
Vision	Eye strain	M	M	Employees covered by HSE regulations can ask their employer to provide and pay for an eye and eyesight test. This test is undertaken by a doctor or optometrist. There is also an entitlement to further tests at intervals; the optometrist doing the first test can recommend when the next should be. Employers only have to pay for spectacles if special ones (eg prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used.	3A:d

6 - HUGHENDEN PARISH COUNCIL – HEALTH & SAFETY RISK ASSESSMENT

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
Lone Working; assault	Staff or Councillors may suffer verbal or physical assault from members of the public in the office, or elsewhere	H	L	See “Office Staff Risk assessment” in Section 5	3A:d
Lone working; visiting hazardous premises	Staff or Councillors risk injury or ill-health when visiting premises which have dangerous equipment. Are in poor condition or there might be contact with hazardous substances e.g. houses with poor electrics, sites that may have asbestos, infection to wounds from soil.	H	L	Before visiting, staff and Councillors ask about condition of premises/site Staff and Councillors know not to take risks e.g. not to try to restore electricity or gas supply or not to enter sites when work in progress. Staff at burial ground to have protection from tetanus	3A:d
Arranging services such as cleaning or maintenance at landlords premises	Workers carrying out these services may suffer injury or ill-health doing that work.	H	L	Staff ensure that workers contracted to do the job are competent to do so. Staff inform contractors about conditions on premises/site which could affect their health or safety Contractor required to tell staff how they will do the job safely.	3A:d
Working at height in office	Falls from height can cause bruising and fractures e.g. changing light bulbs.	H	M	Use step ladder (need to purchase or borrow) Only work at height when 2 people present.	3A:d
Display screen equipment	Staff risk posture problems and pain, discomfort or injuries e.g. to hands and arms from overuse, improper use or from poorly designed work stations or work environments. Headaches or sore eyes can also occur if lighting is poor.			See “Office Staff Risk assessment” in Section 5	3A:d

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
Contact with bleach and other cleaning chemicals	Staff cleaning the office risk skin irritation or eye damage from direct contact with bleach and other cleaning products. Vapour may cause breathing problems.	H	L	Where possible, strong chemicals replaced by milder alternatives. Long handled mops and brushes, and strong rubber gloves, provided and used. Staff read and follow instructions on bottle Staff wash rubber gloves before removing them carefully and storing them in clean place. Staff check for dry, red or itchy skin on hands and report such cases.	3A:d
Electrical in office	Staff/Councillors/members of the public could get electric shocks or burns from faulty electrical equipment.	H	L	Staff trained to spot and report any defective plugs, discoloured sockets or damaged cable. Staff know where fuse box is and how to switch off electricity safely in an emergency. Access to fuse box kept clear.	3A:d
Fire in office	If trapped, staff/Councillors/members of the public could suffer from smoke inhalation or burns	H	M	See "Fire Risk assessment" in section 3	3A:d
Stress	Staff or Councillors may be stressed by the work or work environment			Identified things that stress staff. Recognition by HPC that unacceptable behaviour towards staff is unacceptable Clearer setting of priorities for work Support from HPC to allow staff to catch-up with work so not fire-fighting and when work load is more than can be done.	3A:d
Manual handling in office	Staff may suffer injuries such as strains or bruising from handling heavy/bulky objects	H	M	See "Office Staff Risk Assessment" in Section 5	3A:d
Slips, trips and falls in office	Staff may suffer injuries such as strains or bruising from handling heavy/bulky objects	M	M	See "Office Staff Risk Assessment in Section 5	3A:d
Disposal of waste	Waste can be a fire hazard and risk to health	M	L	Making sure of waste paper collections	3A:d
Mobile phones	Use can be illegal while driving and even non-hand held can be distraction	M	M	No mobile phones to be used by staff while driving.	3A:d

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
Playground equipment	Members of the public, including children, may be injured if equipment faulty	H	L	See "Open Spaces Risk Assessment in Section 4	1A:b
Use of land and facilities	Members of the public could injure themselves if land or facilities are inadequately maintained	H	L	See "Open Spaces Risk Assessment in Section 4	1A:b

7 - HUGHENDEN PARISH COUNCIL – WEED KILLING RISK ASSESSMENT

Subject	Risk	Impact	Proba bility	Control and Action	Policy Ref
Weed Killing on Amenity Land	Exposure of employees and members of public to hazardous substances	M/H	M/H	<p>Consider whether exposure to the effects of pesticides can be avoided “Does it have to be used at all?”</p> <p>If necessary then least toxic active ingredient or formulation must be used.</p> <p>If exposure cannot be prevented the employer must take the following steps:</p> <p>Technical methods must be adopted to reduce exposure— tractor cab ventilation, closed systems for mixing and filling systems and emptying, hand held spraying equipment to be suitable and maintained</p> <p>Operational measures must be adopted—safe working practices to reduce exposure, such as warnings to the public and pets to keep away, provision of washing facilities.</p> <p>Personal protective equipment- must be used when all other measures have been taken, they must be suitable and adequate (example-- protective clothing).</p> <p>Records—duty to maintain and keep records of all control measures including showing pesticides used, locations, quantities, dates and the pesticides suppliers/manfs - product data sheets/labelling information.</p> <p>Monitoring—Employers duty to oversee effective functioning of control measures (site inspection)</p> <p>Contractors-- to provide evidence of Certification and Public Liability.</p>	1A:b

8 - HUGHENDEN PARISH COUNCIL – ALLOTMENTS RISK ASSESSMENT

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
All Allotments	Maintenance of allotments by contractors using grass cutting machinery/tools and other equipment causing injury to the public.	H	L	Council requires contractor notification of certification to use equipment, and that such equipment is maintained and in good order and the contractor advises all tenants on site of the work being undertaken. The contractor shall also provide Public Liability Insurance of £10m. Council will monitor performance and site safety.	1A:b
Walters Ash Allotments	Presence of SSE high voltage buried electric cable (0.6m deep) in grass verge along right hand side of vehicle track could cause injury.	H	M	Tenant's and Contractors advised by warning signs placed on allotment tenant posts and tenants also advised with tenancy agreements	1A:b
Infection	Bacteria in soil especially manured soil, pesticides and fertilisers causing illness. Plants that can cause skin irritation.	M	L	Tenants to be advised of having tetanus injection, wearing gloves long sleeved shirt. In very hot weather avoid storing potting media in greenhouses or spraying fine mists. Use hand steriliser.	2A:e
Power Tools	Power tools need safe handling e.g. power strimmer, rotavator and lawn mower to avoid injury	H	M	Tenant's to be advised at time of tenancy to ensure follow manufacturer's instructions.	2A:e
Hazardous rubbish	Broken glass, plastics etc. on or beneath the soil, around plot might cause injury to tenants	M	L	Tenant be advised to remove to remove but if significant advise Council for assistance	2A:e
Physical Exertion	Digging is demanding work, bending and straightening back especially if tenant is not used to heavy work, could cause injury.	M	M	Tenants to be advised to seek and observe advice from seasoned Tenants and advertised gardening advice	2A:e

9 - HUGHENDEN PARISH COUNCIL – PONDS RISK ASSESSMENT

Subject	Risk	Impact	Probability	Control and Action	Policy Ref
Drowning	The ponds may be a cause of death or injury by drowning	H	L	Signs to be erected on all sites warning of risk and not to enter the water, children to be supervised by adults. Lifebelts or other suitable lifesaving equipment to be installed. Fencing to be erected where needed. Annual inspections to be carried out and any required maintenance to trees hedges, grass, pond, pond edges and pier (Cockpit Hole) carried out as soon as possible. In addition, monthly checks of Ponds carried out and reports provided to office.	1A:b
Disease from water or wildlife	The ponds or wildlife using it could be a source of disease.	H	L	Signs to be erected to explain need to wash hands after coming into contact with water	2A:e
Climbing nearby Trees	The climbing of any nearby trees could be the cause of injury	M	L	Signs to be erected to inform that climbing trees is forbidden	2A:e
Vehicles using adjacent roads	Vehicles using any adjacent roads could be the cause of injury	H	L	Ensure maintenance of Public Liability insurance held by Parish Council	1A:b