

**WHETSTONE PARISH COUNCIL RISK ASSESSMENT**

<b><u>NATURE OF RISK</u></b>	<b><u>CONTROLS</u></b>	<b><u>RISK LEVEL</u></b>
<p><b>FINANCIAL</b></p> <ul style="list-style-type: none"> <li>- petty cash fraud</li> <li>- petty cash theft</li> <li>- expenses fraud by staff</li> <li>- purchasing/contracts/services fraud</li> <li>- mismanagement/misrepresentation of accounts</li> <li>- loss of financial and other data</li> <li>- booking of Room fraud</li> </ul>	<p>Receipts managed by office staff via book and banked by Finance and Administrative Officer Invoices received, stamped and signed.</p> <p>Post office used – low amounts of cash taken.</p> <p>Receipts required for purchases. Limited to senior staff. Chairman of Council cross checks payments before meetings when payments are made. Limits via standing orders £250.</p> <p>Adoption of standing orders. Decisions taken by full council. Multiple signatures on paper trail for audit purposes.</p> <p>Use of approved accounting practice under Accounts &amp; Audit Regulations 2015 and internal and external audits.</p> <p>Weekly back-up of all computer data which is kept off site by members of office staff. Loss of data restricted to one week.</p> <p>Booking forms. Cross referencing of receipts to monies banked. Monitoring by Clerk.</p>	<p>Low Risk</p> <p>Low Risk</p> <p>Low Risk</p> <p>Low Risk</p> <p>Low Risk</p> <p>Low Risk</p> <p>Low Risk</p>
<p><b>STAFF</b></p> <ul style="list-style-type: none"> <li>- <b>Grounds staff &amp; litter picker</b></li> <li>- accident/injury</li> <li>- slips, trips &amp; falls</li> <li>- traffic &amp; environment</li> </ul>	<p>Annual Health &amp; Safety Audit system approved over multi year contract with Worknest. Assessments of premises and working methods are carried out.</p> <p>Accident book. Report and investigation procedures.</p> <p>Working areas monitored monthly to ensure workplaces are safe. Remedial action taken when necessary.</p>	<p>Medium risk due to the work carried out by Grounds staff.</p>

<ul style="list-style-type: none"> <li>- sharp &amp; contaminated objects</li> <li>- site &amp; depot &amp; premises work</li>   <li>- <b>Office staff</b></li> <li>- abuse and/or assault by</li>   <li>- Illness of Clerk - Finance and Administrative Officer</li>   <li>- Lone working of all staff</li> </ul>	<p>Protective clothing. Reflective jacket. Safety boots.</p> <p>Litter picker/gloves/sharps bin/Tetanus &amp; Hepatitis B vaccinations</p> <p>Machinery regularly maintained. Employees fully trained in safe use of equipment, machines and working methods within the parish. Restricted to normal household products.</p> <p>Minimum of 2 employees in the office whenever practical. When one member of staff the outer door of the building is locked.</p> <p>Use of LRALC and NALC to source available Clerking capacity. Use of Rialtis software support to assist in software support issues to assist in the Finance and Administrative Officer loss. Staff are cross skilled to cover most eventualities. In the absence of the Clerk, assistance from the LRALC and NALC would be requested to source available Clerking capacity.</p> <p>All staff at Whetstone Parish Council experience some lone working and all work practices employ a common sense approach. Staff, where practicable to ensure other working staff members are aware of their work location and that a mobile phone is carried for emergency contact.</p>	<p>Low Risk as training given to use equipment correctly. Low Risk – training given.</p> <p>Medium Risk</p> <p>Medium Risk</p> <p>Low Risk</p> <p>Low Risk</p> <p>Medium Risk</p>
<p><b>ROOM HIRE</b></p> <ul style="list-style-type: none"> <li>- damage by hirers</li> <li>- fire, flood, storm, etc.</li> <li>- public safety, accident/injury</li> </ul>	<p>Terms and conditions of hire. Usually refundable deposits required.</p> <p>Building maintenance, fire drills and testing of fire bell, regular servicing of fire extinguishers, fire action notices displayed. Buildings insurance.</p> <p>Public Liability Insurance. Fire alarm. Emergency lighting. Evacuation signing and procedures. Premises and public areas regularly checked for tripping, slipping and falling hazards.</p>	<p>Medium Risk</p> <p>Low Risk</p> <p>Low Risk</p>

<p><b>CEMETERY</b></p> <ul style="list-style-type: none"> <li>- trips and falls</li> <li>- headstones falling</li> <li>- tree/branch falling</li> </ul>	<p>Public Liability Insurance. No grave surrounds. Kerbing limited to pathway.</p> <p>Visual inspections – ad hoc. Unstable headstones will be made safe immediately.</p> <p>Regular tree maintenance.</p>	<p>Low Risk</p> <p>Low Risk</p> <p>Low Risk</p>
<p><b>PLAY EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>- safety of equipment</li> <li>- vandalism &amp; damage to equipment</li> <li>- play area &amp; public open spaces safety</li> <li>- accident/injury</li> </ul>	<p>Weekly safety inspections of equipment and surfaces completed by Council staff.</p> <p>Damaged equipment made inoperable whilst waiting for repairs whenever practicable. Warnings attached to damaged equipment.</p> <p>Regular litter picking, removal of sharp objects, cans, bottles, etc. Litter bins provided.</p> <p>Public Liability Insurance. Internal accident/incident investigations.</p>	<p>Medium Risk (Childrens actions unpredictable particularly when unsupervised)</p> <p>Medium Risk</p> <p>Medium Risk</p> <p>Low Risk</p>
<p><b>OPEN SPACES</b></p> <ul style="list-style-type: none"> <li>- general safety</li> </ul>	<p>Regular litter picking, removal of sharp objects, cans, bottles etc. Regular checks on fencing, hedges and lifesaving equipment (where provided)</p>	<p>Medium Risk (where water courses exist) Low Risk otherwise.</p>
<p><b>WAR MEMORIAL</b></p>	<p>No special risks. Yearly inspection. Public Liability Insurance.</p>	<p>Low Risk</p>
<p><b>ANY OTHER RISKS</b></p> <ul style="list-style-type: none"> <li>- trees, plants and shrubs, hanging baskets, public seats, notice boards, litter and dog litter bins</li> </ul>	<p>Public Liability Insurance. Manage, repair, maintain, replace as needed from reports by councillors, staff and public.</p>	<p>Low Risk</p>