WHETSTONE PARISH COUNCIL RISK ASSESSMENT

NATURE OF RISK	CONTROLS	RISK LEVEL
FINANCIAL		
- petty cash fraud	Receipts managed by office staff via book and banked by Finance and Administrative Officer Invoices received, stamped, and signed.	Low Risk
- petty cash theft	Post office used – low amounts of cash taken.	Low Risk
- expenses fraud by staff	Receipts required for purchases. Limited to senior staff. Chairman/ Vice - Chairman of Council cross checks payments before meetings when payments are made. Limits via standing orders £250.	Low Risk
- purchasing/contracts/services fraud	Adoption of standing orders. Decisions taken by full council. Multiple signatures on paper trail for audit purposes.	Low Risk
- mismanagement/misrepresentation of accounts	Use of approved accounting practice under Accounts & Audit Regulations 2015 and internal and external audits.	Low Risk
- loss of financial and other data	Weekly back-up of all computer data which is kept off site by members of office staff. Loss of data restricted to one week.	Low Risk
- booking of Room fraud	Booking forms. Cross referencing of receipts to monies banked. Monitoring by Clerk.	Low Risk
STAFF		
- **Grounds staff & litter picker** - accident/injury	Annual Health & Safety Audit system approved over multi-year contract with Worknest. Assessments of premises and working methods are carried out.	Medium risk due to the work carried out by Grounds staff.
- slips, trips & falls	Accident book. Report and investigation procedures.	
- traffic & environment	Working areas monitored monthly to ensure workplaces are safe. Remedial action taken when necessary.	

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- sharp & contaminated objects - site & depot & premises work	Protective clothing. Reflective jacket. Safety boots. Litter picker/gloves/sharps bin/Tetanus & Hepatitis B vaccinations Machinery regularly maintained. Employees fully trained in safe use of equipment, machines and working methods within the parish. Restricted to normal household products.	Low Risk as training given to use equipment correctly. Low Risk – training given.
- **Office staff** - abuse and/or assault by	Minimum of 2 employees in the office whenever practical. When one member of staff the outer door of the building is locked.	Medium Risk
- Illness of Clerk - Finance and Administrative Officer	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.	Medium Risk Low Risk Low Risk
- Lone working of all staff	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.	Medium Risk
ROOM HIRE - damage by hirers	Terms and conditions of hire. Usually, refundable deposits required.	Medium Risk
- fire, flood, storm, etc.	Building maintenance, fire drills and testing of fire bell, regular servicing of fire extinguishers, fire action notices displayed. Buildings insurance. Flood awareness contact numbers available.	Low Risk
- public safety, accident/injury	Public Liability Insurance. Fire alarm. Emergency lighting. Evacuation signing and procedures. Premises and public areas regularly checked for tripping, slipping, and falling hazards.	Low Risk

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CEMETERY - trips and falls - headstones falling - tree/branch falling	 Public Liability Insurance. No grave surrounds. Kerbing limited to pathway. Visual inspections – ad hoc. Unstable headstones will be made safe immediately. Regular tree maintenance.	 Low Risk Low Risk Low Risk
PLAY EQUIPMENT - safety of equipment - vandalism & damage to equipment - play area & public open spaces safety - accident/injury	 Weekly safety inspections of equipment and surfaces completed by Council staff. Damaged equipment made inoperable whilst waiting for repairs whenever practicable. Warnings attached to damaged equipment. Regular litter picking, removal of sharp objects, cans, bottles, etc. Litter bins provided. Public Liability Insurance. Internal accident/incident investigations.	 Medium Risk (Childrens actions unpredictable particularly when unsupervised) Medium Risk Medium Risk Low Risk
OPEN SPACES - general safety	 Regular litter picking, removal of sharp objects, cans, bottles etc. Regular checks on fencing, hedges, and lifesaving equipment (where provided)	 Medium Risk (where water courses exist) Low Risk otherwise.
WAR MEMORIAL	No special risks. Yearly inspection. Public Liability Insurance.	Low Risk
ANY OTHER RISKS - trees, plants, and shrubs, hanging baskets, public seats, notice boards, litter, and dog litter bins	 Public Liability Insurance. Manage, repair, maintain, replace as needed from reports by councillors, staff and public.	 Low Risk

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