

Breaston Parish Council

Parish Rooms/Financial and Administration Risk Assessment

Activity	Potential Hazards	Risks posed	Control Measures	Risk Level High (H), Medium (M), Low (L)	Additional measures
Use of the Parish Rooms Building	Access to and from the building	Injury to members of the public	Doorways are clearly positioned and lighting (including emergency lighting) is provided. Obstructions are not allowed to block access routes. Access ramps are in place for users with limited mobility as is the disabled toilet	L	Clerk conducts monthly inspection of doors, windows and outside of the building for signs of damage / wear and tear
Fire in the Parish Rooms	Smoking / fires	Injury to members of the public	The parish rooms are a no smoking area and appropriately signed. Emergency	L	

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			exits are clearly marked and lit and should not be obstructed at any time. Fire extinguishers are provided and inspected annually. Fire action notices are displayed. Users should have their own emergency action protocol		
First Aid	Incorrect application of first aid / no first aid materials	Injury to members of the public	An appropriate first aid kit is located in the meeting room, together with an accident reporting book. All incidents / copy of the accident report should be provided to the clerk.	M	

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Consumption of food at the Parish Rooms	Safety and hygiene	Injury to people consuming food	Users are responsible for ensuring that food is prepared safely and hygienically and that the meeting room is left in a clean and tidy condition (see hiring agreement for further details)	L	
Use of hazardous substances	Cleaning materials	Injury to members of the public	All cleaning materials are kept in a locked store, including any substances subject to CoSHH regulations. Normal use of cleaning materials is solely by Parish Council employees	L	

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Slipping, Tripping, Falling in the Parish Rooms	Cables on the floor	Injury to members of the public / employees / councillors	All cables across the floor have safety rubber and a visual inspection of all cables is conducted to ensure that they are not a hazard	L	
Use of water in the Parish Rooms	Legionella disease	Injury to members of the public	The PCMR water systems are checked monthly by a qualified contractor	L	
Use of electrical equipment	Electric shock / fire from faulty electrical equipment	Injury to members of the public, employees, councillors	Annual PAT testing of all electrical items	L	
Assets	Under insurance	Financial issues	Review all assets by the council in May and when the insurance policy is renewed in January each year	L	

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Budgeting council finances	Overspending	Financial Issues / theft	The budget is reviewed by the council on a monthly basis. The council approves the precept in accordance with standing orders / financial regulations. The chairman's allowance is approved annually	L	
Conduct	Councillors do not follow the Code of Conduct	Bring the council into disrepute, legal issues, reputational issues	Adoption by the Councillors of the Code of Conduct, Financial Regulations, Standing Orders, & all other Parish Council Policies (see attached list) & Register of Interests are completed and updates and any	L	

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			declaration of councillor's interests are minuted		
Expenditure	Incorrect payments, theft, fraud	Financial Issues / theft	All payments are approved by the Council. All cheques are signed by the clerk and 3 councillors. Online payments are set up by the clerk and signed off by 3 councillors. Expenditure levels for tenders etc included in the standing orders. No cash payments or petty cash	L	
Income	Theft	Financial issues / Theft	All income is banked as soon as practicable after the day of receipt and intact. Any monies	L	

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			kept on the premises overnight are stored in a fireproof safe.		
Banking	Theft / incorrect accounting	Financial issues / Theft	Reconciliation carried out monthly and presented to councillors. Banking arrangements reviewed annually. The clerk plus 3 other councillors have access to online banking.		
Insurance	Injury to member of the public or damage to Parish Council property / equipment	Under insured, insurance refusal to settle a claim	Reviewed annually by the council on renewal date. Adequate cover to be provided for the following risks: Employer's liability Money Fidelity guarantee Loss of revenue	L	

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			Official's indemnity Libel and slander Personal accident Legal expenses		
Legal Documents	Lost / damaged	Loss of evidence of ownership / legal information	All legal documents are kept in locked filing cabinets and a copy of land ownership records are held at solicitors	L	
Cemetery Documents	Lost / damaged	Loss of evidence of ownership / legal information	All current cemetery records are kept in the fireproof safe. Historic records to be recorded electronically as soon as practicable	L	
Electronic records	Lost / damaged	Loss of evidence, records	All records are stored securely on the cloud. Emails are stored in IMAP format so can be	L	

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			accessed from any system		
Keys	Lost	Burglary	List of keyholders for the council owned property / gates are kept in the Parish Rooms office	L	
Covid19 Lockdown	Contracting or spreading the virus	Risk to staff and members of the public from the virus	Clerk working from home to reduce unnecessary journeys. Caretaker only undertaking essential tasks which if left would cause risk to public health (bin emptying etc) Safety checks of play equipment to be undertaken as	L/M	Clerk & Caretaker continue to liaise and assess risk on a daily/weekly basis

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			normal (all carried out with correct ppe) Clerk to organise repairs where public safety might be affected. Contractors to work with the correct PPE and within social distancing rules		