

RISK ASSESSMENT and CONTROL CHECKS at Sept 2019

HOLTON ST MARY PARISH COUNCIL

Risk category – 1- Danger to life 2. Danger of serious injury 3. Danger of minor injury 4. Other Risk

Activity/Plant/Materials	Hazard	Risk category	Risk Handling	Review and Action September 2019
PARISH ASSETS				
Posts in Church Square	Unseen obstruction	3	Yearly visual checks on condition	One post missing. Replace.
Benches	May become unsafe to sit on	3	Yearly visual checks on condition	OK – signs of rot on bench near pump. Clean and treat ASAP
Fences	May fall over and damage something	4	Yearly visual checks on condition	Temporarily repaired following impact. Awaiting insurance claim for renewal.
Dog Litter Bin	Contents might leak Bin could become loose and fall on someone	3	Yearly visual checks on condition	All OK
Salt Bin	Unintentional entrapment	3	Not locked, lid kept closed.	Catch rusted off. Replace ASAP
Salt in Salt Bin	Contents become ineffective	3	Review and replenish annually	Salt waterlogged, but useable. Top up Jan 2020
Notice Boards	Could become unstable and fall over Doors could become too stiff to open	3 3	Yearly visual checks on condition	Church Square Notice Board. Stable, but needs varnishing. Plan to replace. Bacons Green Notice Board OK
Beacon	Could fall on someone	2	Yearly visual checks on condition	OK
Village Sign	Could fall on someone	2	Yearly visual checks on condition	OK
Village Green - surface	Could contain trip hazards/potholes	3	Yearly visual checks on condition	OK – Small hole developing – plan minor repair.
War Memorial	Could fall on someone	2	Yearly visual checks on condition	Tilting, but OK
Flower Troughs	Could break and become sharps hazard	3	Yearly visual checks on condition	OK
Pump	Could fall on someone	2	Yearly visual checks on condition	OK
Telephone Box	Could trap someone Broken glass could be sharps hazard	3 3	Clerk to check on condition every two months	OK
CPAD	Might not work	1	Monthly checks by EBHW	OK. Pads and battery replaced October 18
Laptop	Electrical fault Loss of data Data stolen	3 4 4	Keep safe and dry Back up data GDPR measures in place	Purchased 2014 Backed up in cloud and on memory stick Minuted review in November
Filing Cabinet	Could fall over Could trap fingers	3	Do not over fill top drawer Use sensibly	No problems to report

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Printer	Electrical fault	3	Keep safe and dry	OK
Scanner	Electrical fault	3	Keep safe and dry	OK
INTERNAL CONTROL	Hazard		Control Measures	Control checks
Financial management	Inadequate financial control	4	Internal Audit performed annually	Recommendations acted upon Minute note 19.50
		4	Is all anticipated income received?	Yes. Remittance advice slips filed
		4	Is expenditure in line with budget?	Yes. Budget reports at every meeting, virements approved at council
		4	Expenses properly authorised	Yes. Dual authorisation in place
			Expenditure properly executed	Yes. Dual control on bank account
Liabilities	Underinsured	4	Insurance reviewed annually, including review of assets for completeness	Yes – asset check complete, values checked before yearly premium due Oct 19
Timeliness of agendas/minutes	Non-compliance with required notice period	4	Clerk Check	All meetings called correctly
Venue for meetings	Electrical fault	4	Delegation of responsibilities to Village Hall Management Committee	Delegated
Venue for meetings	Village Hall not available	4	Book dates as soon as possible Secondary location would be the Church.	All meetings OK