

## RISK ASSESSMENT and CONTROL CHECKS at May 2020

### 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 May 2020
<b>PARISH ASSETS</b>				
Posts in Church Square	Unseen obstruction	3	Yearly visual checks on condition	All OK – recently renewed
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	Renewed March 2020
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.	
Salt in Salt Bin	Contents become ineffective	3	Review and replenish annually	Salt waterlogged, but useable. Top ups available in church shed
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. Needs fixing back onto post and rail ASAP 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 as necessary
Laptop	Electrical fault Loss of data Data stolen	3 4 4	Keep safe and dry Back up data GDPR measures in place	Purchased 2014 – plan to replace 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	Not used
<b>INTERNAL CONTROL</b>	<b>Hazard</b>		<b>Control Measures</b>	<b>Control checks</b>
<b>Financial management</b>	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
<b>Liabilities</b>	Underinsured	4	Insurance reviewed annually, including review of assets for completeness	Yes – asset check complete, values checked. Post and rail revalued at £3,000
<b>Timeliness of agendas/minutes</b>	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
Online meetings	GDPR breach	4	Follow guidelines	Appropriate software used, training given.