

RISK ASSESSMENT and CONTROL CHECKS at May 2021

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 2021
PARISH ASSETS				
Posts in Church Square	Unseen obstruction	3	Yearly visual checks on condition	All OK
Benches	May become unsafe to sit on	3	Yearly visual checks on condition	All OK – Bench by pump may benefit from painting legs
Fences	May fall over and damage something	4	Yearly visual checks on condition	All OK
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
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 – New one installed March 21 Bacons Green Notice Board OK – would benefit from cleaning small moss growth from it.
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 – Lettering paintwork starting to peel
Village Green - surface	Could contain trip hazards/potholes	3	Yearly visual checks on condition	Surface all OK on inspection
War Memorial	Could fall on someone	2	Yearly visual checks on condition	Slight Tilt, 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 – exterior paint needs refreshing
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	OK
INTERNAL CONTROL	Hazard		Control Measures	Control checks
Financial management	Inadequate financial control	4	Internal Audit performed annually	Yes
		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
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
Online meetings	GDPR breach	4	Follow guidelines	Appropriate software used,