

**Uffington Parish Council
General Risk Assessment**

Assessment Completed by	Mr M Oldnall and Mrs J Evans
Location	Uffington
Date	February 2023
Adopted by Uffington Parish Council on	February 2023
Date for Review	February 2024, or earlier if required

Record of Review, Amendment and Additions

Detail of Review / Amendment / Addition	Person Completing Review / Amendment / Addition	Reviewed and approved for issue by	Date
Allotment safety	Mr S Jenkins and Mrs J Evans	Parish Council	21 April 2016
Allotment safety (public liability insurance)	Mr S Jenkins and Mrs J Evans	Parish Council	12 March 2018
GDPR	Mr S Jenkins and Mrs J Evans	Parish Council	31 May 2018
Annual review, including purchase of defibrillators	Mr S Jenkins and Mrs J Evans	Parish Council	11 February 2019
Annual Review including electronic banking	Mr S Jenkins and Mrs J Evans	Parish Council	March 2020
Business Continuity added Covid19 Support Group included as appendix. (Previously a separate document). Cross references to other policies added to each section heading	Mr M Oldnall and Mrs J Evans	Parish Council	February 2021
Appendix 2 checked – no changes	Clerk/Cllr M Oldnall		April 2022
Budget risks added to Sect 3 to meet any cost inflation risks as suggestion by the internal auditor. Covid19 specific information removed. Risk reduction to volunteers mitigated.	Mr M Oldnall and Mrs J Evans	Parish Council	February 2023

Uffington Parish Council General Risk Assessment

Key:

LIKELIHOOD (L) = Frequent (5), Probable (4), Occasional (3), Improbable (2), Remote (1)

SEVERITY (S) = Catastrophic (5), Major (4), Reportable (3), Serious (2), Minor (1)

DEGREE OF RISK (DR) = LIKELIHOOD x SEVERITY

RESIDUAL RISK * is the level of risk that remains after suitable and sufficient control measures are introduced and is deemed to be acceptable. This risk assessment covers General matters; separate risk assessments will be carried out as required for events.

INSURANCE: The level of employee and public liability insurance cover to be reviewed by the Council at renewal each year.

**Uffington Parish Council
General Risk Assessment**

ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES <i>(Associated Policies and Documents)</i>	RESIDUAL RISK*		
			L	S	DR		L	S	DR
Section 1	Physical								
Bus shelter, Telephone box and village sign (corner of Jubilee Field)	Public	1. Tripping on uneven surfaces, or	3	1	3	<ul style="list-style-type: none"> • Councillors to report any damage to the Clerk • Council inspections carried out quarterly • Maintenance / repair undertaken quickly • Notices maintained • Included on Council insurance policy • Telephone box houses defibrillator (January 2019) 	2	1	2
		2. Injury from damaged structure	2	2	4		2	1	2
Notice boards	Public	Injury from damaged / falling notice board (s)	1	2	2	<ul style="list-style-type: none"> • Councillors to report any damage or injury to the Clerk promptly; Clerk to take necessary action to make notice board(s) safe. • Inspections to be carried out every 3 months. 	1	1	1
Dog bins	Public	1. Injury from damaged dog bin.	1	2	2	<ul style="list-style-type: none"> • Councillors to report any damage or injury to the Clerk promptly; Clerk to take necessary action to make dog bin safe. • Inspections to be carried out quarterly. 	1	1	1
		2. Handling of contaminated waste.	1	3	3	<ul style="list-style-type: none"> • Only employ approved contractors to empty bins and ensure regular emptying. 	1	1	1
		3. Handling of contaminated waste – children.	2	3	6	<ul style="list-style-type: none"> • Ensure that the bins have lids. Councillors to report any known damage to the Clerk promptly; Clerk to take necessary action to make dog bin safe. 	1	3	3

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Footpaths, bridle ways and PROW	Public	Injury from tripping or falling.	2	2	4	<ul style="list-style-type: none"> Public to be reminded to report damage or obstructions on footpaths, bridle ways and PROW to the Council. Council to arrange clearance by notifying the landowner or OCC Countryside team. Ongoing conversion program of stiles to kissing gates 	1	1	1
Risk of damage to third party individuals or property	Public	Loss, damage or injury, as a result of the Council providing amenities	2	3	6	<ul style="list-style-type: none"> Council insurance policy provides public liability cover of £10M Contractor's PL cover to be minimum of £1M, except in cases where risks are higher. 	2	1	2
Flooding	Public	Damage to houses in village, difficulty in getting around	3	2	6	<ul style="list-style-type: none"> Riparian owners to be reminded to clear streams and ditches. Councillors to clear any minor obstructions or report to Clerk for assistance or other action to be arranged. Call emergency services if danger to members of the public. Emergency Plan agreed with County and District Council in the event of serious threats to the village 	2	2	4
Protection of assets owned by the Council	Council and public	Loss or damage to assets Damage, accident or injury to users	3	3	9	<ul style="list-style-type: none"> Maintain an up-to-date register of assets Regular checking and maintenance Quarterly inspection Annual review of risk and adequate insurance cover 	2	2	4
<u>Section 2</u>	<u>Business Continuity</u>					<i>(Business Continuity Policy, Data/Information Retention Policy)</i>			

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<u>Statutory Duties</u>	<u>Council</u>	Loss of Clerk results in inability to complete statutory actions and returns	1	3	3	<ul style="list-style-type: none"> Quarterly VAT return must be completed by the end of April, July, November and January in any given year. <ul style="list-style-type: none"> Employ RBS to carry this out as MTD is an integral part of the accounting software which compiles the return automatically. External audit information to be prepared manually by a councillor if time critical Agree revised internal audit date (there is the ability to flex Internal Audit date) Holding at least 3 council meetings per year plus holding an Annual Assembly Preparing the AGAR (Annual Governance and Accounting Return) Ensuring the proper exercise of electors' rights as part of the year end process including: <ul style="list-style-type: none"> Affording the opportunity to inspect the accounts or books Display or publish any notices and statements of account required by Audit 	1	2	2
<u>Data Access</u>	<u>Council</u>	Loss of Clerk's computer results in Inability to complete day-to-day digital operations	2	3	6	<ul style="list-style-type: none"> Clerk's computer(s) to be backed-up in accordance with policy with one back-up kept off-site. Backup data is then accessible on other computers. Nominated councillor(s) have access to backup data and all councillors and Clerk's email accounts All necessary passwords held by Clerk and Chair 	1	2	2
<u>FOI Requests</u>	<u>Council</u>	Loss of Clerk results in inability to respond to FOI requests in a timely manner	1	2	2	<ul style="list-style-type: none"> Master copies held by Clerk of all <ul style="list-style-type: none"> Emails Other Documents Access to all data subject to FOI enquiries maintained as for Data Access (above) Document retention policy ensures all relevant documents archived and retained 	1	1	1

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<u>Maintenance of Accounts</u>	<u>Council</u>	Loss of Clerk results in inability to maintain financial accounts	1	3	3	<ul style="list-style-type: none"> • Account data held in RBS Alpha operated only by Clerk and regular data backup includes account data. • Backup data can be used to continue operating the account by one of the following methods (dependent on availability and skills of replacement clerk): <ul style="list-style-type: none"> • Offsite backup data can be accessed by installation of Alpha software on a different computer. or • RBS can export backup data to a spreadsheet to create a temporary cashbook. or • RBS contracted to operate account 	1	2	2
<u>Payments</u>	<u>Council</u>	Loss of Clerk results in inability to pay invoices	1	3	3	<ul style="list-style-type: none"> • Most paid manually by BACS through TSB account which has clerk and multiple councillors able to set up and authorise. • Fallback maintained through cheque book with multiple councillor signatories • Cheque book held in village (by Chair or nominated councillor) 	1	2	2
<u>Enquiries/ requests from the Public</u>	<u>Council</u>	Loss of Clerk results in inability to respond to public in a timely manner	1	2	2	<ul style="list-style-type: none"> • All councillor and clerk email official contact email addresses can be used for access by the public • Access to clerk and all councillors email accounts possible via webmail with passwords held securely by Clerk and another councillor. • All data access passwords held by Clerk and Chair 	1	1	1
<u>Quorum</u>	<u>Council</u>	Loss of councillors results in inability to function	1	3	3	<ul style="list-style-type: none"> • Loss of quorum number of councillors (quorum is 1/3 of the council or 3, whichever is the greater). For UPC it is 3. • Activate process with VOWHDC for dealing with this situation. Vale will draft in District Councillors to make up to quorate number until such time as new Parish Councillors can be co-opted. • Seek to co-opt additional councillors as a matter of urgency 	1	2	2

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<u>Village Maintenance</u>	Councillors, Clerk and public	Inability to ensure safety of Council owned assets	2	3	6	<ul style="list-style-type: none"> Councillors or Clerk can, subject to funding being available, task contractors to deal with any immediate dangers. Maintain sufficient financial reserves Councillors or Clerk can ask village volunteers, subject to them having suitable tools and equipment, to deal with any immediate dangers. See Appendix 1 for details) 	1	2	2
<u>Section 3</u>	<u>Financial</u>					(Financial Regulations, Anti-Fraud Policy)			
Budget	Council	Cost Inflation will make planned expenditure impossible	2	2	4	<ul style="list-style-type: none"> Ensure budget set include a best estimate of likely inflation by cost centre Cash reserves increased and maintained at 12-18 months In addition to the General Reserves, maintain EMRs to allow for known or potential future expenditure Budget to include projects which, whilst desirable, could be cancelled or postponed to allow virements to more essential cost centres 	1	1	1
Precept	Councillors, Clerk and public	Consequential loss of income or overspend	2	3	6	<ul style="list-style-type: none"> Precept set to minimise impact on, especially least well-off, residents Quarterly review against expenditure and budget (Clerk/RFO and nominated Councillor) Reserves held to cover min 12 to max 18 month's expenditure 	1	3	3
Banking	Councillors, Clerk and public	Inconsistency in accounts	2	3	6	<ul style="list-style-type: none"> Bank accounts reconciled monthly by Clerk/RFO Accounts reviewed quarterly by nominated Councillor) Proprietary Accounting System (Alpha) with built-in audit trail At least two internal audits in any financial year Mandatory annual external Audit 	1	3	3
Electronic Banking	Councillors, Clerk and public	Loss through theft/fraud	2	4	8	<ul style="list-style-type: none"> Dual authorisation of all payments made electronically Payees bank details to be cross checked to written document (eg, invoice) by second authoriser Secure storage of passwords and PIN numbers in accordance with the Financial Regulations 	1	1	1

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Cash / Cheques	Councillors, Clerk and public	Loss through theft	2	2	4	<ul style="list-style-type: none"> Fidelity Insurance for loss Minimise use of cash Reviewed quarterly (Clerk/RFO and nominated Councillor) Reduced use of cheques due to electronic banking 	1	1	1
Financial control and records	Councillors, Clerk and public	Loss – actual or by discrepancy	2	3	6	<ul style="list-style-type: none"> Quarterly review of financial records (Clerk/RFO and nominated Councillor) Maintain paper bank statements Monthly statement of bank position by RFO Annual Internal and External audit Financial Regulations to be implemented by Clerk and checked 	1	3	3
Annual Return	Councillors, Clerk and public	Late or incomplete return	2	2	4	<ul style="list-style-type: none"> RFO to prepare and submit to Council on time, per external auditor timetable Council to approve on time, per external auditor timetable Recommendations implemented 	1	1	1
Risks to Council	Council	Legal challenges on Council procedures, expenditure and activities	2	3	6	<ul style="list-style-type: none"> Councillors and employees declare interests as appropriate Expenditure to be within legal powers of Council, and properly authorised Complaints policy in place Minutes published initially on website as drafts and replaced when formally approved Compliance with Transparency Code Annual review of risk and asset registers, insurance level, standing orders, finance regulations, accounts and the General Power of Competence Regular rolling reviews of Council policies and procedures 	1	2	2
Risks to Council as landowner / Trustee, etc.	Council and other bodies involved	Financial, legal, public liability	3	3	9	<ul style="list-style-type: none"> Ensure all relevant bodies (e.g., Village hall, Sports Club, Tom Brown's Schoolroom / Museum) carry adequate insurance 	1	3	3
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Section 4	Data protection / GDPR					(GDPR Data Protection Policy, Information Security Policy)			
Handling of information	The Council, general public and contractors	Loss (or misuse) of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage	3	4	12	<ul style="list-style-type: none"> All Councillors and the Clerk have carried out an information audit on electronic and hard copy data, to understand who holds personal data; all unnecessary data has been cleansed and the data held by Councillors will be limited All data (electronic and paper) is kept securely, with locked cabinets, personal log-ins and encryption of sensitive documents where necessary An information audit carried out on any change of councillors to ensure any records retained The Council does not hold any sensitive personal data, except as relates to employees A revised Data Protection policy has been approved, including a policy and safeguards on IT matters and guidance on handling subject access and FOI requests, and for handling data breaches. Privacy Notices for the general public and contractors have been made available, stating what data is held and for what purpose. A new Information Security policy has been approved Privacy notices maintained covering use of personal data by the Council 	1	4	4
Handling of information	Clerk, Council and general public	The Clerk is appointed as Clerk / RFO to more than one council	2	4	8	<ul style="list-style-type: none"> All data (electronic and paper) for each council is to be kept separate from other councils The Clerk will always be conscious of the potential damage from sharing information with other councils, including e-mail addresses 	1	4	4

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Section 5	Personnel					(Health and Safety Policy, Volunteer Risk Reduction Measures, Dignity at Work Policy)			
Employees	Clerk / RFO and any other employed personnel	Accident or injury	2	3	6	<ul style="list-style-type: none"> Annual review of health & safety policy and associated requirements Annual review of adequate employee liability insurance cover (£10M) Where applicable: <ul style="list-style-type: none"> Provision of safety equipment and training in its use Regular inspection and servicing of equipment used Use of warning cones/signs on roads 	1	2	2
Employees	Clerk / RFO and any other employed personnel	Legal / business	2	1	2	<ul style="list-style-type: none"> Contracts to be in place and reviewed regularly Salary and other payments in line with national scales and reviewed annually Tax / NI and VAT up-to-date with HMRC 	1	1	1
Employment – Lone Working	Council, Clerk and Public	1. Lone working.	2	3	6	<ul style="list-style-type: none"> Implement policy that members of the public will only be met to view documents at the home of a councillor with two members of the Council (including the Clerk) present When meeting contractors, Clerk to make arrangements to be accompanied (as above) and should never meet a contractor / member of the public alone Clerk to notify Council of any issues within the working environment requiring action, to comply with employment regulations (e.g., DSE) 	1	3	3
	Clerk	2. Working from home.	1	2	2		1	1	1
Risks to Parish Councillors	Councillors	Accident or injury on Council business	1	3	3	<ul style="list-style-type: none"> Councillor activities limited to acceptable low risk levels; check with the Clerk if in doubt Annual review of public liability insurance level (£10M) Where applicable: <ul style="list-style-type: none"> Provision of safety equipment and training in its use Regular inspection and servicing of equipment used Use of warning cones/signs on roads 	1	1	1

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			2	3	6		1	2	2
Risks to volunteers	Public / volunteers	Accident or injury on Council business	2	3	6	<ul style="list-style-type: none"> Volunteer names and activities to be understood and agreed by Council Volunteers to acknowledge agreement to the Volunteer Risk Reduction Measures information Annual review of public liability insurance level (£10M) <p>Where applicable:</p> <ul style="list-style-type: none"> Provision of safety equipment and training in its use Regular inspection and servicing of equipment used Use of warning cones/signs on roads 	1	2	2
Meetings - usually in Village Hall	Councillors, Clerk and public	1. Failing to escape in event of fire.	2	4	8	<ul style="list-style-type: none"> Fire instructions and exits checked at the beginning of each meeting – Chair/Clerk Public informed of action in the event of a fire at the beginning of each meeting - Chair 	1	4	4
		2. Access around doors, entrances, and toilets. Risk of trip hazards and obstruction.	2	2	4	<ul style="list-style-type: none"> Meeting room, toilets and accesses checked prior to the meeting – Chair/Clerk 	1	1	1
Employees	Clerk/RFO and any other employed personnel	Legal/business	2	1	2	<ul style="list-style-type: none"> Contracts to be in place and reviewed regularly Salary and other payments in line with national scales and reviewed annually following performance review Tax and NI up-to-date with HMRC 	1	1	1

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Section 6	Council property					(Asset Register, Tree Register, Burial Ground)			
The Old School Room (housing Tom Brown's School Museum), including external grass, bench and museum sign)	All	Loss or damage or loss of UMT property	2	3	6	<ul style="list-style-type: none"> • UMT public liability cover in place for UMT and TBSM property 	1	3	3
Access	General public, including Friends, elderly and disabled	Slips and trips on steps, grass and entrance	2	3	6	<ul style="list-style-type: none"> • Steps and handrails clean and firm • Outside light working • Wheelchair access available on path from road • New path installed February 2021 	1	2	2
General maintenance / Fire / Electrical installation	Helpers and visitors – and building itself	Safety of building, fire and shocks to individuals	2	3	6	<ul style="list-style-type: none"> • Annual inspection of fire extinguishers, emergency lighting and roof space • Routine maintenance, including gutters and downpipes, water ingress • Curator / Uffington Museum Trustees (UMT) to report any damage to Parish Council • No Smoking and fire/emergency exit signs • Parish Council public liability cover in place • Annual building survey by Andrew Townsend Architects 	1	2	2

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			1	3	3		1	1	1
General use of building	Helpers and visitors	Slips and trips	1	3	3	<ul style="list-style-type: none"> Routine maintenance and checking of building by helpers Parish Council public liability cover in place UMT insurance cover for Trustees, Friends, and visitors Friends' insurance cover in place for Friends Comprehensive set of instructions (including personal safety) for Friends on duty 	1	1	1
Burial Ground						(Burial Ground Policy)			
Access	General public, including elderly and disabled	Slips and trips	1	3	3	<ul style="list-style-type: none"> Ensure gate free of obstacles (path is part of the Churchyard) Parish Council public liability cover in place 	1	1	1
Personal injury	Councillors, volunteers and contractors	Injury during maintenance, grave digging, and mowing	1	2	2	<ul style="list-style-type: none"> Open graves to be made safe Regular checks on memorials to ensure they are secure (topple test) Parish Council public liability cover in place Contractor to have own insurance 	1	1	1
Conduct	Parish Council	Claims relating to conduct of burial ground	1	3	3	<ul style="list-style-type: none"> Relevant regulations, fees, layout plan etc to be on notice board, with contact details for responsible Cllr Proper records to be kept and audited Regular audit of records by competent person Parish Council public liability cover in place 	1	1	1
Fraud	Parish Council	Fraud regarding burial fees and payments	1	2	2	<ul style="list-style-type: none"> Annual audit of account Parish Council Fidelity insurance 	1	1	1

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			1	2	2		1	1	1
Allotments	Public and allotment holders	Injury when accessing site, or on site, or when passing through on footpath.	1	2	2	<ul style="list-style-type: none"> • Bridge on footpath over stream to be inspected by a councillor every 3 months and damage reported (as footpaths above). • Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site • Tenants notified that Parish Council public liability insurance does not cover plots which are the subject of a tenancy agreement with the Parish Council • Parish Council to maintain separate public liability cover for allotment holders via National Allotment Society • All equipment to be kept in a safe condition for the public • Public to be reminded to remain on the footpath 	1	1	1
Children's play area, including MUGA	Public, especially young children	Slips, trips and falls from equipment. Equipment becoming unserviceable or not fit for purpose Dog excrement present in playground	3	1	3	<ul style="list-style-type: none"> • Children under 5 years to be accompanied by a responsible adult • Gates to younger children's area to be secured shut when children inside • Younger children's area - No access to dogs; sign displayed • Warning notice about safety and emergencies sited by Shop • Equipment complied with regulations at time of installation, and is inspected annually by RoSPA • Council inspections carried out monthly; individual equipments may be taken out of service if necessary. 	1	1	1
Pond	Public, especially children and vulnerable persons	Danger of drowning	2	5	10	<ul style="list-style-type: none"> • Life belt and instructions to be available • General notice of danger • Warning on notice board at Shop • Included on Parish Council insurance policy (Impractical to fence all round) 	1	5	5

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Trees	Public	Risk of injury from falling limbs or trees	1	4	4	<ul style="list-style-type: none"> Survey of all trees (Jubilee Field, Craven Common Mound and burial ground) completed February 2017 and register created. Repeat survey every 5 years, but more frequently for specific trees or groups of trees Annual monitoring in between the 5 yearly inspections, register updated, especially those trees with amber or red condition flags Councillors to report any identified damage to the Clerk Follow-up action as required. Parish Council public liability cover in place EMR funding held for any necessary tree surgery Include any potential root damage in tree survey Inform residents to report any incursions or survey reports as soon as known EMR funding held for any necessary surgery Include in Council insurance if possible 	1	1	1
		Risk of damage to public property from root incursion	1	4	4		1	2	2
Village Trail (Lectern by Shop and information posts)	Public, including young children	Slips and trips by Lectern; traffic accidents moving around village and studying posts	2	4	8	<ul style="list-style-type: none"> Slabs installed by lectern to reduce mud and slip risk Warning in leaflet to people following the Trail to keep on pavements or paths and NOT to block any roads Warning to parents in leaflet to supervise children following the Trail 	1	4	4

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Defibrillators ('defibs')	Public, including passers-by (non-residents)	Loss or theft of defibrillators, public unable to access defibrillators when required, <u>mis</u> -use of defibrillators, Defibrillators not working when needed	4	4	16	<ul style="list-style-type: none"> Replacement consumables covered under 8 year contract with supplier wef Jan 2019 for the 6 defibs purchased from Cardiac Science for installation in Uffington (4), Baulking (1) and Woolstone (1); theft and Defibs kept in locked cabinets so not accessible without contacting emergency services, who will provide unlocking code Defibs provide comprehensive instructions to untrained users and will not shock unless medically required Guardians appointed for each defib, with responsibility for checking and simple maintenance Extensive initial programme of awareness / training sessions for all residents Public liability insurance held for defibs. South Central Ambulance Service state PL insurance not required, but all defibs are covered by Cardiac Science indemnity and Parish Council insurance Installed by qualified electrician; next inspection January 2024 	1	2	2
Section 7	General Emergencies					See appendix/ices for specific risks and measures			
Covid 19	Uffington, Baulking and Woolstone Support Group	Emergency Dependent				See Appendix 2			

**Uffington Parish Council
Village Maintenance Risk Assessment**

Appendix 1 to Uffington Parish Council Risk Assessment

VILLAGE MAINTENANCE RISK ASSESSMENT

Record of Review, Amendment and Additions

Detail of Review / Amendment / Addition	Person Completing Review / Amendment / Addition	Reviewed and approved for issue by	Date
Initial version	Clerk/ Cllr M Oldnall	Parish Council	February 2021
Bi-annual review	Clerk/ Cllr M Oldnall	Parish Council	February 2023

Notes:

This appendix applies to village maintenance carried out by members of the Council and volunteers carrying out tasks agreed or requested by the Council. It covers primarily regular tasks such as the Jubilee Field tidy and roadside litter picks.

This appendix does not cover risks associated with the pond or play areas which are covered separately in the main body of this Assessment

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NOTES:

Purpose. The purpose of this risk assessment is to list the principal risks likely to be experienced by volunteers of Uffington Parish Council, known (for the purposes of the Coronavirus (COVID-19) pandemic in the UK) as the UBW SG, in supporting those at risk, and to identify the necessary

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			L	S	DR		L	S	DR
Section 1	Physical								
Councillors and Volunteers carrying out village maintenance task	Councillors and Volunteers	Risk of injury from tool use	3	2	6	<ul style="list-style-type: none"> No tools will be provided by the Council All councillors and volunteers to use their own tools and be responsible for using them safely and maintaining them in a safe condition. All councillors and volunteers to provide and use their own PPE relevant to the tool(s) being used. All councillors and volunteers to be aware of any of their own susceptibility/ies to injury, especially when lifting or bending 	1	2	2
		Risk of Injury from falling branches	1	2	2	<ul style="list-style-type: none"> All trees surveyed every 5 years and monitored between surveys All actions from tree surveys and any arising safety recommendations carried out Individuals to use due care and attention when working on or near to potentially dangerous trees/branches No work on trees to be carried out alone so there is always at least one other person observing whilst work carried out 	1	1	1

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ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK*		
			L	S	DR		L	S	DR
		Risk of injury from lifting or bending	4	3	12	<ul style="list-style-type: none"> We remain reliant on individuals to be aware of this risk to themselves (see above). Groups of workers should mutually support each other by observing activities which may involve lifting/moving large or heavy items and prevent individuals continuing without assistance or suitable additional tools/equipment. In the event that a task is impossible without personal risk this should be reported to a member of the Council with a view to seeking professional help. 	2	2	4

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Section 2									
Councillors and Volunteers carrying out village roadside litter picks	Councillors and Volunteers	Injuries caused by slipping or tripping.	3	1	2	<ul style="list-style-type: none"> • Verbal warning at start that the danger is increased during wet or frosty weather and when working on uneven surfaces. • All items to be 'picked' using appropriate protection (gloves or pickers). Picked items to be placed in provided plastic bags for each type of litter. Bulky items to left in situ and notified to organisers to collect later by vehicle (local or Biffa in due course). • Biffa to be contacted to make arrangements for its removal. • Verbal briefing to take extreme care when working in overgrown areas, as animals and reptiles can be camouflaged by long grass. • If bitten seek medical advice immediately, keeping details of the location and type of animal encountered. • Individuals briefed to ensure they familiarise themselves with the working conditions at each site and make their own assessment on the safest method of carrying out individual tasks before starting work. If in doubt DO NOT carry out the work and report any litter or dumped rubbish to the Waste Team. • Always wear a high visibility vest when working on or next to the highway. 	2	1	2
		Exposure to toxic or harmful chemicals or materials	2	3	6		1	2	2
		Contraction of diseases from the handling of dog faeces or discarded waste.	2	2	4		1	2	2
		Risk of bites from animals and reptiles	1	3	3		1	3	3
		Injuries caused by impact from passing vehicles whilst working on the highway/verge.	2	4	8		1	4	4

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						<ul style="list-style-type: none">Any children helping must be closely supervised.			
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**Uffington Parish Council
UBW Support Group Risk Assessment**

Appendix 2 to Uffington Parish Council Risk Assessment

UBW COVID 19 SUPPORT GROUP

This appendix applies only for the duration of the Covid 19 pandemic.

Assessment Completed by	Mr S Jenkins and Mr M Oldnall
Location	Uffington
Date	April 2020
Accepted by UBW SG on	13 April 2020
Adopted by Uffington Parish Council on	14 April 2020
Date for Review	April 2021, or earlier if required

Record of Review, Amendment and Additions

Detail of Review / Amendment / Addition	Person Completing Review / Amendment / Addition	Reviewed and approved for issue by	Date
No changes necessary	Clerk/Cllr M Oldnall	Parish Council	April 2022
Appendix 2 detail removed as Covid Support Group converted to generic UBW Support Group	Clerk/Cllr M Oldnall	Parish Council	February 2023

Note: With the Covid 19 pandemic restrictions having been lifted by the Government, the UBW Covid support Group was converted to a generic support group comprising of those who volunteered to remain on the Group list as being available in any future emergency. Generic risks to volunteers, and their mitigations are given in Section 5 and will always apply This appendix will be recreated for the specific emergency when it arises if the situation so demands it.