

**Uffington Parish Council
General Risk Assessment**

Assessment Completed by	Mr S Jenkins and Mrs J Evans
Location	Uffington
Date	March 2020
Adopted by Uffington Parish Council on	
Date for Review	February 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
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	

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.

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			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 2. Injury from damaged structure	3 2	1 2	3 4	<ul style="list-style-type: none"> Councillors to report any damage to the Clerk Council inspections carried out monthly Maintenance / repair undertaken quickly Annual check by competent person Notices maintained Included on Council insurance policy Telephone box houses defibrillator (January 2019) 	2 2	1 1	2 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. 2. Handling of contaminated waste. 3. Handling of contaminated waste – children.	1 1 2	2 3 3	2 3 6	<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 every 3 months. Only employ approved contractors to empty bins, and ensure regular emptying. 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. Inspections to be carried out every 3 months. 	1 1 1	1 1 3	1 1 3
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 land owner or OCC Countryside team. 	1	1	1

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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. 	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 • Annual inspection • Annual review of risk and adequate insurance cover 	2	2	4
<u>Section 2</u>	<u>Financial / Business</u>								
Precept	Councillors, Clerk and public	Consequential loss of income or overspend	2	3	6	<ul style="list-style-type: none"> • Quarterly review against expenditure and budget (Clerk/RFO and nominated Councillor) • Reserves held to cover min 6 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 nominated Councillor) • Proprietary Accounting System (Alpha) with built-in audit trail • Mandatory annual Audits 	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 (e.g, invoice) by second authoriser • Secure storage of passwords and PIN numbers in accordance with the Financial Regulations 	1	1	1
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

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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
Business risks	Council	Various, including computer failure	3	2	6	<ul style="list-style-type: none"> Keep proper financial records Clerk's computer(s) to be properly backed-up and duplicate back-up kept off-site Meet statutory requirements, including under employment and tax law Arrange timely annual audits Ensure all activities are within legal powers applicable to the Council 	1	2	2
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 insurance level Annual review 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
<u>Section 2A</u>	Data protection / GDPR								

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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 annually 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
<u>Section 3</u>	<u>Personnel</u>								
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

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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
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 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	2	2

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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
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
<u>Section 4</u>	<u>Council property</u>								
The Old School Room									
Access	General public, including 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 Wheel chair access available on path from road 	1	2	2
Fire / Electrical installation	Helpers and visitors – and building itself	Fire and shocks to individuals	2	3	6	<ul style="list-style-type: none"> Annual inspection of extinguishers Routine maintenance No Smoking and fire/emergency exit signs Parish Council public liability cover in place 	1	2	2
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, helpers and visitors Friends insurance cover in place for Friends Comprehensive set of instructions (including personal safety) for Friends on duty 	1	1	1

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Burial Ground									
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	Contractors	Injury during grave digging and mowing	1	2	2	<ul style="list-style-type: none"> • Open graves to be made safe • Contractor to have own insurance • Parish Council public liability cover in place 	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
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 public liability cover for allotment holders • All equipment to be kept in a safe condition for the public • Public to be reminded to remain on the footpath 	1	1	1

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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
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 Repeat survey every 5 years, but more frequently for specific trees or groups of trees Annual monitoring in between the 5 yearly inspections, 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 	1	1	1
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"> Place slabs by lectern to reduce mud and slips Insert warning on next reprint of leaflet to people following the Trail to keep on pavements or paths and NOT to block any roads Insert warning to parents on next reprint of leaflet to supervise children following the Trail 	1	4	4

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Defibrillators ('defibs') (Installed January 2019)	Public, including passers-by (non-residents)	Loss or theft of defibs, public unable to access defibs when required, mis-use of defibs. Defibs not working when needed	4	4	16	<ul style="list-style-type: none"> Qty 6 defibs purchased from Cardiac Science for installation in Uffington (4), Baulking (1) and Woolstone (1); theft and replacement of consumables covered under 8 year contract with supplier wef Jan 2019 Defibs 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 programme of awareness / training sessions for all residents Public liability insurance. 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