

**Uffington Parish Council
General Risk Assessment**

Assessment Completed by	Mr M Oldnall and Mrs J Evans
Location	Uffington
Date	March 2021
Adopted by Uffington Parish Council on	
Date for Review	February 2022, 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)	Mr M Oldnall and Mrs J Evans	Parish Council	February 2021
Next review			February 2022

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. 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. 	1	1	1
		2. Handling of contaminated waste.	1	3	3		1	1	1
		3. Handling of contaminated waste – children.	2	3	6		1	3	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. • 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"> • Annual VAT return must be completed annually <ul style="list-style-type: none"> • May ask to defer or • 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 • Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations. • Personnel Comply with employment law • Ensure all councillors understand their legal position and powers; through training if necessary, 	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

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<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
<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. <p>or</p> <ul style="list-style-type: none"> RBS can export backup data to a spreadsheet to create a temporary cashbook. <p>or</p> <ul style="list-style-type: none"> 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 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 AN Other 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. 	1	2	2
<u>Section 3</u>	<u>Financial</u>					(Financial Regulations, Anti-Fraud Policy)			
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 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
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

Uffington Parish Council General Risk Assessment

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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
Section 4	Data protection / GDPR					(GDPR Data Protection Policy, Information Security Policy)			

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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 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
Section 5	Personnel					(Health and Safety Policy, Volunteer Policy, 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

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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
Section 6	<u>Council property</u>					(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 Wheel chair access available on path from road New path installed February 2021 	1	2	2

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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
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

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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 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

**Uffington Parish Council
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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 surgery 	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"> 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
Defibrillators ('defibs')	Public, including passers-by (non-residents)	Loss or theft of defibrillators, public unable to access defibrillators when required, mis-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			

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Covid 19	Uffington, Baulking and Woolstone Support Group	Emergency Dependent				See Appendix 1			

**Uffington Parish Council
UBW Support Group Risk Assessment**

Appendix 1 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
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NOTES:

1. **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

Uffington Parish Council UBW Support Group Risk Assessment

measures and precautions to mitigate those risks. It is important to acknowledge that infection is possible from a wide variety of sources, only some of which may be attributable to UBW SG activities.

2. **Definitions:** Uffington Parish Council: 'the Council'. For the purposes of this pandemic, the Council has formed a joint support group with Baulking and Woolstone Parish Meetings (the 'PMs')
3. **Nominated persons for the Council:** Chairman and Vice Chairman (Simon Jenkins and Mike Oldnall as at April 2020) or others as nominated at a later date.
4. **Insurance.** The Council's insurers will provide cover under the Employers' and Public Liability sections of the policy should death, bodily injury, disease or damage to third party property arise and the claimant can prove the Council is legally liable for the incident. If aged over 16 and under 90 the volunteers are also covered by the Personal Accident section where there is a sum of £100,000 payable in the event of an accident causing death, loss of limbs or sight or permanent total disablement. A £500 weekly benefit is payable for a maximum period of 2 years should the accident prevent the individual from pursuing their usual occupation.
5. **Volunteer tasks.** Tasks suitable for volunteers to undertake are:
 - Posting letters
 - Picking up supplies, including newspapers
 - A chat on the phone
 - Dog walking,
 - Collecting prescriptions – Arrangements should be made for all prescriptions / medication to be delivered to Uffington Shop
 - Pastoral/spiritual help – pass to Revd J Goulston (Tel: 01367 821143 or jgoulston@btinternet.com)
6. If a volunteer is asked to carry out tasks not included in the above list, the request should be referred to the Chairman or Vice Chairman.

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UBW Support Group Risk Assessment**

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			L	S	DR		L	S	DR
Section 1	Physical								
Volunteers delivering support to at risk families / persons in isolation	Volunteers and those in isolation	Infection passing between volunteer and those supported (in either direction)	3	2	6	<ul style="list-style-type: none"> • Volunteers to observe the advised degree of social distancing and all other Government requirements, including: <ul style="list-style-type: none"> ○ Do not physically touch the people you are helping ○ Food or paper items should be stored within clean, sealable bags or folders, and not left out in the open ○ Wash your hands thoroughly before and after handling food or supplies for distribution ○ Do not distribute items in groups larger than pairs unless you live in the same household, and try to maintain at least 2m distance between yourselves ○ Do not knock on doors unnecessarily, or stay at the front door should someone open it, trying to maintain as much distance as possible ○ If you are at all unwell, STOP what you are doing and return home, even if your symptoms are mild • Volunteers made aware of latest Government guidance being available here: https://www.gov.uk/coronavirus • Volunteers included on Council insurance policy 	1	2	2

**Uffington Parish Council
UBW Support Group Risk Assessment**

ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK*		
			L	S	DR		L	S	DR
Who may volunteer?	Volunteers and those in isolation	Infection passing between volunteer and those supported (in either direction)	3	2	6	<ul style="list-style-type: none"> • One of the permitted purposes for which a person may leave home is for any medical need, including to donate blood, avoid or escape risk of injury or harm or to provide care or help to a vulnerable person. 	1	2	2
Who should NOT be volunteering ?	Volunteers and those in isolation	Infection passing between volunteer and those supported (in either direction)	3	2	6	<ul style="list-style-type: none"> • Government guidance says volunteer support can only be provided to people who are in isolation, if the volunteer fulfils ALL of the following conditions: <ul style="list-style-type: none"> ○ You are well and have no symptoms like a cough or high temperature and nobody in your household does ○ You are under 70 years old ○ You are not pregnant ○ You do not have any long-term health conditions that make you vulnerable to coronavirus. • If any of the above symptoms apply to a volunteer, he / she should make contact with a nominated person for the Council and immediately cease supporting anybody in isolation. 	1	2	2

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ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK*		
			L	S	DR		L	S	DR
Identifying volunteers at risk	Volunteers and those in isolation	Infection passing between volunteer and those supported (in either direction)	4	2	8	<ul style="list-style-type: none"> Volunteers are to contact a nominated person for the Council if they develop symptoms of a continuous cough or high fever and go into self-isolation in accordance with Government regulations. The Council is to establish and maintain a log of these volunteers, including the date they became ill and whether they need to self-isolate for 7 or 14 days The Council is to replace the volunteer. The nominated person within the Council is to check and ensure that no volunteer should be asked to give support that involves them leaving the house until their time of self-isolation is finished. 	1	2	2
Volunteers may be asked to assist with tasks beyond their remit	Volunteers and those in isolation	Infection passing between volunteer and those supported (in either direction)	4	2	8	<ul style="list-style-type: none"> See the Notes above for suitable tasks. If asked to assist with other tasks, refer the matter to one of the nominated persons. If the request is for support of a medical nature, ask the person or the family to get in contact with NHS 111 on line: https://111.nhs.uk/ Or call 111 	1	2	2
Risk of damage to third party individuals or property	Volunteers and those in isolation	Loss, damage or injury, as a result of the UB SG providing support	2	3	6	<ul style="list-style-type: none"> Parish Council insurance policy provides public liability cover of £10M Volunteers to stick to prescribed tasks Volunteers to adhere to Government guidelines 	2	1	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 the Council with insurers Annual review of public liability insurance level (£10M) 	1	2	2

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UBW Support Group Risk Assessment**

ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK*		
			L	S	DR		L	S	DR
Use of volunteers' own cars	Volunteers	Accident or injury on Council business	2	3	6	If using their own cars solely for the purpose of meeting the needs of those they are supporting, volunteers should contact their own insurers. If combining the needs of those they are supporting with their own / family needs, it is understood that most motor policies will continue to provide the necessary cover.	1	2	2
Handling of information	The Parish Council, volunteers and those in isolation	Loss (or misuse) of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage	3	3	9	<ul style="list-style-type: none"> • The Government and ICO have made allowances for the impact of the pandemic and produced a specific regulatory approach which is monitored and updated as the pandemic progresses. There is no longer any exemption but any breaches will factor in the situation at the time. Full details are described in the ICO's Regulatory approach. • This is relevant to a number of bodies including Local Authorities and requires such bodies to share information as necessary to support efforts against coronavirus (COVID-19). • To fulfil the requirements to protect data, the following will apply to data processed in the above circumstances: <ul style="list-style-type: none"> ○ Only essential information will be made available to the UBW Support Group; it will be held securely on the Parish Council website, with access subject to a password. ○ Information provided to volunteers will be relevant to their personal role(s) only ○ All concerned are to destroy data when it is no longer required for the purposes detailed in this risk assessment. • The processing of data for the normal purposes of Parish Council business will be subject to the existing policies and privacy notices of the Parish Council. 	2	2	4