

# SAUGHALL AND SHOTWICK PARK PARISH COUNCIL – RISK ASSESSMENT

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them, it is reviewed in October each year

Last Updated: - October 2020

## RISK ASSESSMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk
<p><b>Holding Parish Council Meetings</b></p>	<p>Risks to Health and Safety Possible Infection – Covid-19. It will never be risk free without a vaccine.</p> <p>Confirmed infections post meeting What has been considered <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a> The following links contain more information on each of these sections: Public Health and Health and safety Guidance <a href="https://wbcnet.wirral.gov.uk/covid-19/public-health-and-health-and-safety-guidance">https://wbcnet.wirral.gov.uk/covid-19/public-health-and-health-and-safety-guidance</a> Offices and contact centres: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></p> <p>Cleaning in a non-healthcare setting: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-</a></p>	<p>M</p>	<p><b>Measures to Manage the Risks Effectively</b></p> <p>The Vernon Institute (or any alternative meeting venue) must be made COVID - secure (one-way system, entrance and exit, distance markings, signage, hand washing and hand sanitiser) and all routine inspections and building health and safety compliance checks should be completed for any building that may have been closed/ partially closed;</p> <p>All attendees to be two metres apart, no personal contact, wearing face coverings; and track and trace list of contact details at each meeting. Each attendee contacted afterwards in the event of a confirmed infection.</p> <p>Or alternatively, <b>the preferred option as of 14 September 2020 is:</b></p>

	<p><u>decontamination-in-non-healthcare-settings</u>  <u>Guidance on shielding and those defined on medical grounds as extremely vulnerable:</u>  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a>  Guidance from the HSE on when incidences of Covid-19 need to be reported as they fall under RIDDOR:  <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></p>		<p><b>That the Council will meet remotely via Zoom Meetings until the end of the 2020/21 Financial Year.</b></p>
<b>Parish Precept</b>	<p>Adequacy of precept in order for the Council to carry out its Statutory duties.</p> <p>Precept requirements not submitted to the Principal Authority.</p>	<p>L</p> <p>L</p>	<p>To determine the precept amount required, the Council receives budget update information monthly. At the Budget Council meeting Members receive a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects detailed in the Business Plan for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cheshire West and Chester Council. The figure is submitted by the Clerk in writing.</p> <p>Existing procedure adequate</p> <p>The Clerk submits the figure in writing immediately after it is agreed and informs the Council when the monies are received.</p>
<b>Financial</b>	Inadequate records.	L	The Council has Financial Regulations which sets

<b>Records</b>	Financial irregularities.	L	out the requirements. Review the Financial regulations when considered necessary.  Existing procedure adequate
<b>Bank and banking</b>	Inadequate checks.  Banks mistakes.	L  L	The Council has Financial Regulations which set out banking requirements  The bank statement and the accounts are reconciled on a monthly basis.  Existing procedure are adequate
<b>Reporting and auditing</b>	Insufficient Financial Information.	L	Financial information is a regular agenda item and discussed/reviewed and approved. At each Parish Council meeting a breakdown of receipts and payments is presented with the bank reconciliation.  Existing procedure are adequate
<b>Grants</b>	Receipt of grant.	L	Parish Council does not presently receive any regular grants.  Procedure would be formed if required.
<b>Charges-rents receivable</b>	Payment of rents.	L	The Parish Council collects rent from Saughall Uniformed Groups HQ  Existing procedure are adequate
<b>Grants and support payable</b>	Power to pay Authorisation of Council to pay.	L	All such expenditure goes through the required Council process of approval, recorded in the minutes and listed accordingly if a payment is made using S137 powers of expenditure.  Existing procedure are adequate
<b>Best value accountability</b>	Work awarded Incorrectly.	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any

	Overspending on services because charges to the Parish Council are too high.	M	substantial work to be undertaken.  For major work competitive tenders are sought. If problems were encountered with a contract the Clerk would investigate the situation and report to the Council.  Existing procedure are adequate
<b>Salaries and assoc. costs</b>	Salary paid incorrectly.  Unpaid Tax to Inland Revenue.	L  L	The only paid employee is the Clerk. The Clerk presents a monthly account and itemises the wages and expenses together with receipts where appropriate. The Parish Council must approve this before payment is made.  Internal auditor ensures that deductions are properly administered.  Existing procedure are adequate
<b>Employees</b>	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. Existing procedure are adequate
<b>VAT</b>	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.  Existing procedure are adequate
<b>Annual Return</b>	Submit within time limits	L	An Annual Return completed and signed by the Council is submitted to Internal Auditor for completion and signing and is then checked and

			<p>sent to External Auditor within time frame laid down.</p> <p>Existing procedure are adequate</p>
<b>Legal Powers</b>	Illegal activity or payments	L	<p>All activity and payments within the powers of the Parish Council are resolved at Council meetings.</p> <p>Existing procedure are adequate</p>
<b>Minutes/Agendas/ Notices Statutory Documents`</b>	<p>Not legal or accurate</p> <p>Business conducted</p>	<p>L</p> <p>L</p>	<p>Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements in respect of Access to Information Regulations.</p> <p>Minutes are approved and signed at the next ordinary Council meeting.</p> <p>Agendas are published according to legal requirements.</p> <p>Members adhere to their Code of Conduct and to the Council's Standing Orders.</p> <p>Business conducted at Council meetings are managed by the Chairman.</p> <p>Existing procedures are adequate.</p>
<b>Members interests</b>	<p>Conflict of interests</p> <p>Register of Members' interests</p>	<p>L</p> <p>M</p>	<p>Members are asked to declare any interests relevant to the Agenda items at the beginning of each meeting.</p> <p>Register of Members' interests forms reviewed</p>

			regularly. Members taking responsibility to update register  Existing procedures are adequate
<b>Insurance</b>	Adequacy Cost  Compliance  Fidelity Guarantee	L L  L  M	An annual review is undertaken of all insurance arrangements prior to the renewal.  Employers and Employee liabilities are a necessity and within policies.  Ensure compliance measures are in place and Fidelity checks in place.  Existing procedures are adequate
<b>Data protection</b>	Policy provision	L	The Clerk is registered with the Information Commissioner, ensuring annual renewal.
<b>Freedom of Information</b>	Policy provision	L  M	The Council has a Publication scheme in place which is published on its website. Agendas and Minutes are also available on the website. The Parish Council responds within the timescale laid down to FOI requests. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours. Existing procedures are adequate
<b>PHYSICAL EQUIPMENT OR AREAS</b>			
<b>Assets</b>	Loss or damage Risk/damage to third party(ies) property	L	An annual review of assets is undertaken for insurance provision.

			Existing procedures are adequate
<b>Maintenance</b>	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.  Existing procedures are adequate
<b>Notice Boards</b>	Risk of damage	L	The Parish Council has a number of notice boards. No formal inspection procedures are in place but any reports of damage and faults are reported to the Council. Any costs for repairs/maintenance work are subject to approval by the Council.  Existing procedures are adequate
<b>Meeting locations</b>	Adequacy Health & Safety	L M	The Parish Council meetings are held in venues considered to have appropriate facilities for the Clerk, Members and the general public.  Existing procedures are adequate
<b>Council records – paper</b>	Loss through: Theft Fire damage	L M L	The Parish Council's deeds are securely stored by Topwood Ltd in Malpas. The signed Council Minutes are deposited in the Public Records Office on an annual basis. Damage (apart from fire) and theft is unlikely.  Existing procedures are adequate
<b>Council records – electronic</b>	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council's electronic records are stored on the Council's computer which is kept at the home of the Clerk.  Back-ups of electronic data are made at regular intervals and stored away from her home.

			Existing procedures are adequate
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