

Tiffield Parish Council Financial and Management Risk Assessment Register

August 2022/Version 1.5

| Risk /Hazard | Control Measures | Action Required | Action Owner | Required By Date | Status | Date of review |
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| Financial | | | | | | |
| 1 | <p>RISK OF FUNDS BEING UNAVAILABLE THROUGH MISMANAGEMENT OR UNAUTHORISED REMOVAL</p> | <p>1a - Fidelity insurance of £100,000 is in place.</p> <p>1b – Any expenditure up to £200.00 that is included in the approved annual budget can be raised by the Clerk for authorisation as at 1c below. Any expenditure that is over £200.00 (whether included in the budget or not), or any payment of any amount to a new payee must be approved at a meeting of the Parish Council. All expenditure is presented and reported on at meetings of the Parish Council.</p> <p>1c - There are three Councillors authorised to approve expenditure. Any one Councillor can approve transactions up to the value of £1000. Two Councillors are required to approve transactions in excess of £1000. Only the RFO is able to initiate payments</p> <p>1d – Year-end accounts will be prepared by the RFO, will be submitted to the Parish Council for approval, and the Annual Return prepared from these accounts will be submitted for both Internal and External Audit.</p> <p>1e - The appointment of the Internal Auditor will be reviewed annually at the Annual Meeting of the Parish Council</p> <p>1f - There will be no Petty Cash Account maintained for the Parish Council.</p> | None | | Low Risk | Parish Council Meeting September |

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| 4 | RISK OF UNDER INSURANCE | <p>4a Comprehensive insurance cover with BHIB will be renewed on an annual basis when due, which is currently in January of each year.</p> <p>4b: An asset register will be maintained by the Clerk which will be updated at the time that assets are acquired or disposed of. Inspection of the asset register will be included in the Internal Control Review carried out by the appointed Councillors.</p> <p>4c: All assets are covered by the Parish Council insurance policy and are values reviewed prior to insurance renewal</p> | Annual review of Asset Register | Clerk | March | Low Risk | Parish Council Meeting September |
| Public Liability Risks | | | | | | | |
| 5 | LEGAL LIABILITY AS A CONSEQUENCE OF ASSET OWNERSHIP. DAMAGE TO 3RD PARTY PROPERTY OR INDIVIDUALS | <p>5a The Parish Council will hold Public Liability Insurance of £10 million and reviewed annually</p> <p>5b No premises are owned or rented</p> <p>5c Claydon Field is owned by the Parish Council and the Pocket Park is leased</p> | None | | | Low Risk | Parish Council Meeting September |
| 6 | RISK OF HARM USING BENCHES IN THE PARISH | 6a Benches will be inspected at least every six months. Records of the inspections shall be maintained by the Clerk | Inspection required May and October | Clerk | End of May and October | Low Risk | Parish Council Meeting September |
| 7 | RISK OF HARM USING PLAY EQUIPMENT ON CLAYDON'S FIELD | <p>7a Play equipment will be inspected on a monthly basis. Records of the inspections will be maintained by the Clerk.</p> <p>7b There will be an annual Statutory Safety Inspection of the play equipment by a suitable qualified independent inspector.</p> | <p>Inspection required monthly</p> <p>Annual Inspection</p> | <p>Clerk</p> <p>ROSPA</p> | <p>Monthly</p> <p>June of each year</p> | Low Risk | Parish Council Meeting September |

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| 8 | RISK OF HARM FROM FAULTY OR DAMAGED STREET LAMPS WITHIN THE PARISH | <p>8a All street lamps were replaced with new equipment in 2017</p> <p>8b The Parish Council will appoint a recognised and approved contractor for the maintenance of streetlamps. There will be an annual inspection of the streetlamps</p> | None | | | Low risk | Parish Council Meeting September |
| 9 | RISK OF HARM USING TIFFIELD POCKET PARK | <p>9a The Parish Council will appoint a Pocket Park Warden, who will regularly inspect the Pocket Park and record any remedial works which may be required.</p> <p>9b The Pocket Park Warden will make report to the Parish Council, who will ensure that any necessary remedial or maintenance work is properly carried out in a timely fashion.</p> | None | CLlr Chaplin | Ongoing | Low risk | Parish Council Meeting September |
| 10 | PERSONAL ACCIDENT TO MEMBERS AND STAFF. ASSAULT TO STAFF | <p>10a Where the Council undertakes activities and has assets that pose a risk to staff, Councillors or 3rd parties, there is a health and safety Risk Assessment in place.</p> <p>10b Clerk works from home. No cash is handled. Covered by personal accident and Employers Liability Insurance.</p> | | Clerk | March | Low risk | Ongoing |
| 11 | RISK OF HARM DURING ANNUAL VILLAGE BONFIRE AND FIREWORK DISPLAY | <p>11a Crowd held at safe distance from display by ropes and stakes.</p> <p>11b Marshals monitor crowd (wearing florescent vests)</p> <p>11c Fireworks laid out in daylight to ensure safe ignition,</p> <p>11d Those lighting fireworks have attended training for this purpose</p> <p>11e First aid trained personnel will be in attendance</p> <p>11f Police and Fire Brigade notified prior to display</p> | Annual Risk Assessment form completed prior to display and forwarded to insurance company | Clerk and Chair of Parish Council | One month prior to any display | Low risk | Parish Council Meeting Sept |

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| | | <p>11g Fire extinguishers and spray equipment will be placed on the field at strategic points and manned</p> <p>11h Insurance policy in place for event via BHIB</p> <p>11i Firework lighting area is clearly marked</p> | | | | | |
| 12 | RISK OF HARM TO MEMBERS OF PUBLIC USING FOOTBALL PITCHES ON VILLAGE PLAYING FIELD | <p>12a Organised football teams using football pitches on playing field to provide copies of liability insurance to Parish Clerk</p> <p>12b Notices warning members of the public not to climb on goal frames attached to said frames</p> | <p>None at present</p> <p>Warning signs on goalposts</p> | Clerk | | Low risk | Sept |
| 13 | RISK TO MEMBERS OF PUBLIC USING 39 STEPS IN TIFFIELD POCKET PARK | <p>13a Structural integrity of the steps and handrail to monitored by annual inspection</p> <p>13b Gravel surface of steps to be maintained to ensure surface is not slippy</p> <p>13c Benches to be maintained so people may stop to rest when using the steps</p> <p>13d The ROSPA website will be consulted for further information and safety updates</p> <p>13e Full document for Risk Assessment held by The Pocketeers and the Parish Council.</p> <p>13f Warning signs at top and bottom of steps re caution.</p> | None at present | Clr Chaplin | | Low Risk | AGM or as required |

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| 14 | RISK OF HARM TO MEMBERS OF PUBLIC AT POND AT POCKET PARK | 14a Warning signs regarding depth of pond in place 14b 'No Swimming' sign in place 14c Lifebelt available in prominent position | None at present | ClIr Chaplin | | Low Risk | AGM or as required |
| 15 | RISK OF HARM TO MEMBERS OF THE PUBLIC AT VILLAGE BBQ | 15a All electrical equipment will be PAT tested 15b At the village BBQ a fire blanket, fire bucket and first aid kit will be available and their location clearly marked 15f All power and sound cables will be kept clear of all areas with public access 15g Events is covered by Parish Council Liability Insurance | None at present | | | Low Risk | AGM or as required |
| 16 | HARM TO COUNCILLORS AND VOLUNTEERS DURING ANNUAL VILLAGE LITTER PICK FROM CONTACT WITH TRAFFIC, SHARP AND/OR CONTAMINATED LITTER AND OTHER DISCARDED REFUSE | 16a Briefing for all participants before litter pick commences 16b Gloves and 'high vis' jackets suitable for roadside working provided. 16c Litter pickers to avoid the need to use hands and refuse bags provided 16d Proper disposal for refuse sacks in place | WNC to provide necessary equipment Briefing to be held prior to litter pick for all volunteers WNC to collect refuse sacks | Clerk | One month before On date of pick As soon as possible | Low Risk | Parish Council Meeting September |

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| 17 | HARM TO PUBLIC FROM TREES AND FALLING BRANCHES WITHIN PARISH | <p>17a Regular inspections to take place</p> <p>17b Reports of dangerous trees or branches should be referred to the Parish Council, who will ensure that any necessary remedial or maintenance work is properly carried out in a timely fashion.</p> | None at present | Parish Council | | Low Risk | Parish Council Meeting September |
| 18 | HARM TO PUBLIC FROM FAULTY OR DAMAGED BUS SHELTERS & OTHER STREET FURNITURE | 18a Monthly checks to be conducted by the Clerk | None at present | Clerk | | Low Risk | Parish Council Meeting September |
| Business Continuity | | | | | | | |
| 19 | RISK TO PARISH COUNCIL BUSINESS SHOULD THE CLERK BE UNAVAILABLE FOR EXTENDED PERIOD | <p>19a Clerk works from home. Any short-term absence of the Clerk is covered by Councillors.</p> <p>19b Any short- or medium-term absence of the Clerk will be covered by Councillors or the appointment of a Locum</p> <p>19c A document containing clear instructions and all access codes for the Clerks briefcase, the Parish Council laptop and all accounts, financial or otherwise, held in the name of the Parish Council is maintained by the Clerk. A sealed copy of this document is provided to the Chair of the Parish Council and updated whenever necessary.</p> | None | Clerk & Chair | | Low Risk | Parish Council Meeting September |
| 20 | RISK TO PARISH COUNCIL BUSINESS SHOULD DOCUMENTS OR THE PARISH COUNCIL LAPTOP BE LOST, STOLEN OR DAMAGED | <p>20a The Clerk will back up all files held on the Parish Council laptop to an external hard drive. This will be done on a weekly basis.</p> <p>20b The external hard drive will be kept securely in a fire and flood proof container.</p> | None | Clerk | | Low Risk | Parish Council Meeting September |

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| 21 | CONTINGENCY PLANS SHOULD THE SCHOOL HALL NOT BE AVAILABLE FOR PARISH COUNCIL MEETINGS | <p>21a The school hall is the preferred meeting places for the Parish Council.</p> <p>21b In the event that the school hall is unavailable, the Parish Council can meet at any of the following locations;</p> <ul style="list-style-type: none"> • At the residence of a Councillor • Church Reading Room • Via the Zoom meeting application or any similar programme | None | Clerk & Chair | | Low Risk | Parish Council Meeting September |
| Reputational | | | | | | | |
| 22 | CLERK, COUNCILLORS OR OTHER PERSONS CONNECTED TO THE PARISH COUNCIL MAKE INAPPROPRIATE USE OF THEIR POWERS, BREAKING THE LAW | <p>22a Membership of NCALC and provides access to current and up to date changes or additions to current relevant law and provides up to date advice if necessary</p> <p>22b Clerk is qualified to CiLCA level</p> | None | Clerk | | Low Risk | Parish Council Meeting September |
| Contractors | | | | | | | |
| 23 | CONTRACTORS ENGAGED BY THE PARISH COUNCIL TO HAVE AN ADEQUATE LEVEL OF PUBLIC AND EMPLOYERS LIABILITY INSURANCE | 23a Copies of insurance certificates will be obtained from contractors prior to works starting and held on file by the Parish Clerk. | Copy of Public and Employers Liability Insurance cover | Clerk | March of each year or when applicable | Low Risk | Ongoing |

Dynamic Risk Assessment for any risks or hazards not detailed above

The essential steps that all persons involved in work planning and delivery need to take are as follows;

1. Consider the tasks and the work site
2. Identify the hazards
3. Identify and assess the risks arising from those hazards
4. Identify the measures necessary to manage and control the risks
5. Check and confirm that the necessary equipment, protective clothing etc are available
6. If the work can be carried out safely then proceed with the task
7. If in doubt, do not carry out the work; seek advice and assistance

Approved by the Parish Council: 12.09.22

Date of next review: August 2023

Author: A W Tennet - Clerk