

Bomere Heath & District General Risk Assessment - Rev D

RA Detail	Location;	Date
Bomere Heath PC Assessment	Bomere Heath	17/11/2023
Assessment Date: 20.03.20	Assessors Name: Cllr D Harmer	Assessors Signature:
1 st Review Date:	Name:	Signature:
2 nd Review Date:	Name:	Signature:
3 rd Review Date:		

Persons at risk		
Clerk and Parish Council Members: <input type="checkbox"/>	Visitors and Members of the Public	Others: <input type="checkbox"/>

<u>Summary of Activities:</u>
General Office Activities
Use of electrical items
General Meeting Process
Councillor Welfare Provision
Member Travel

Risk Calculator		Likelihood				
		Most Unlikely 1	Unlikely 2	Likely 3	Most Likely 4	
Consequence	Trivial Injury 1	1	2	3	4	Reinforce good practice & continue to monitor
	Slight Injury 2	2	4	6	8	Monitor control measures for continued effectiveness
	Serious Injury 3	3	6	9	12	Improve or increase control measures
	Major Injury Or Death 4	4	8	12	16	Stop the work, improve or increase controls immediately

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No	Identified Risk/ Hazard/ or Environmental Impact	Risk rating BEFORE control			Those Affected V = Visitors C = Councillors/Clerk O = Others/Public (please state)	Control Measures Required	Action By	Date	Risk post additional controls		
		Likelihood	Consequence	Risk Rating					Likelihood	Consequence	Risk Rating
1	General 'Office' Activities pertaining to Mrs Horton the Clerk whilst working from home.	4	4	16	C	<p>Clerk will set up in a suitable and appropriate location so she can carry out works in a safe manner. Consideration will be given to proximity of a hazardous situation (eg fire/electric)</p> <p>The Clerk will consider the suitability of the task and will not carry it out if not safe to do so. Consideration will be given to lifting weighty items, Clerk not to lift items heavier than 20kg or more than they are comfortable to carry. All heavier lifts are to be planned and will require 2 or more people or mechanically lifted.</p>	Clerk & PC to monitor	05.11.23	2	2	4
2	General electrical items used by the clerk (both static and portable) connected with council work from home	3	4	12	C	<p>Clerk to ensure that electronic equipment either belonging to the PC or she has as part of her work on the PC is annually PAT tested by a qualified electrician and the results recorded on the Google Drive.</p> <p>This also stems to PC owned equipment that is stored elsewhere.</p>	Clerk & PC to monitor	05.11.23	2	2	4

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3	General meeting Process - Setting Up	3	4	12	V / C	<p>Parish Council meeting usually require the venue to be set up. This will involving putting out tables and chairs and putting them back at the end of a meeting.</p> <p>Fitz & Bomere Heath Village Halls have cumbersome tables and chairs.</p> <p>Take care to move BHVH tables with 2 people, none of the items exceed 20kg on their own, but can be awkward to lift.</p>	Clerk & PC to monitor	05.11.23	2	3	6
4	General meeting Process - Access and Egress	3	4	12	V/C	<p>Generally meeting start at 7.30 pm in one of 2 known locations. In spring, summer and autumn month's ground conditions are good, access and egress in winter are to be considered.</p> <p>No lone person should enter or leave at the start or end if the underfoot conditions are poor.</p> <p>Ensure that lighting is adequate and that snow/ice is not present or cleared for all members</p>	1 st Member on site to assess	05.11.23	2	3	6
5	General meeting Process - Illness	2	3	6	V / C / O	<p>If members are ill or contagious with illness, they should inform the Clerk or another member of the PC and offer apologies.</p> <p>Should members suffer from any underlying health issue, this should be communicated to the clerk/chair/Vice Chair so that we can ensure that any urgent medical requirements are known so that we can help.</p>	Individuals	05.11.23	1	2	2
6	General meeting Process - Members of the public	2	3	6	V/O	<p>Member of the public not to assist with set up and decant.</p> <p>Members of the public to sit in designated seating areas to minimise issues.</p>	Clerk & PC to monitor	05.11.23	1	2	2

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7	General meeting Process - Food and Beverage	3	4	12	C/V	<p>Only snacks or teas and coffee permitted, no technical catering.</p> <p>Members to be careful with kettles or water heating devices and not to pass over people if carrying hot drinks.</p> <p>Wash hands before making/ preparing drinks/snacks.</p> <p>Allergies, each member to state if they have an allergy and to check packaging of snack to satisfy that they are safe to consume items.</p>	Individuals	05.11.23	2	2	4
8	Councillor Welfare Provision	3	4	12	C	<p>Sites to have adequate welfare as a venue.</p> <p>Toilets/ appropriate snack prep area/ lighting/ heating.</p> <p>If venue is selected for food and drink purposes, that venue will take ownership of the food hygiene requirements.</p> <p>Mental Health and Stress is paramount and members are encouraged to speak out if there is an issue that they face as an individual whilst carrying out the duty of Parish Councillor.</p> <p>In many cases, the PC won't have the facilities to deal with the situation, but will be able to share burdens, alleviate pressure and Clerk/Chair can identify resources to assist. Generally discussing issues will have a slight but immediate positive impact.</p>	Clerk, Individuals & PC to monitor	05.11.23	2	3	6

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9	Travel two and from council meetings	3	4	12	C / V	<p>Councillors who walk or drive to meetings are encouraged to do so in appropriate transport that is safe and visible.</p> <p>It is recommended that you reverse park into spaces to aid exit in the later hours after the meeting has concluded.</p> <p>To minimise the Carbon impact, we encourage car sharing or walking, please ensure that if you walk that you are visible and have appropriate lighting.</p>	Individuals	05.11.23	2	3	6
10	Use of Laptops and other digital devices	3	4	12	C	<p>Councillors will have a requirement to use digital resources during you work.</p> <p>Please ensure that you have good lighting to prevent undue stress on the eyes and are comfortable to prevent undue stress on the back or neck.</p> <p>Seek HSE guidance online for examples https://www.hse.gov.uk/pubns/indg36.pdf</p>		05.11.23	2	2	4
11	Protection of physical assets	3	2	6	C	<p>Bus shelters, benches are appropriately insured. There is an annual review of replacement costs. War memorial, street lights, play area, MUGA, noticeboard are logged,</p>	PC and FC	05.11.23	1	2	2
12	<u>Finance Issues</u>										
	1. Banking	4	2	8	C	<p>1. All monies handled by the Clerk. The process and management is overseen by the PC finance committee.</p>	PC and FC	05.11.23	2	2	4
	2. Risk of consequential loss	4	2	8	C	<p>2. Appropriate Insurance cover</p>	PC and	05.11.23	2	2	4

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	of income						FC				
3.	Loss of cash through theft or dishonesty	4	3	12		3. All transactions through Lloyds bank digital payments and cheques where required, no cash generally handled. Cheques preferred for income and banked promptly.	PC and FC		2	3	6
4.	Financial controls and records	3	2	6		4. All transactions minuted and approved by PC. Quarterly reconciliation prepared by the Clerk and included in the Clerk's quarterly report. Quarterly inspection of accounts by a parish councillor or approved accountant and reported to council. Two signatories on cheques plus countersign on back of bank stub. Lloyds digital banking is now in place and approved authorised users will have access. Councillors must be a member of the FC to access to the banking details. Internal and external audits have been instructed by an appropriate auditor.	PC and FC		2	2	4
5.	Comply with Customs and Excise Regulations	4	2	8		5. VAT claims calculated by the Clerk and submitted at the end of each financial year. Internal and external auditor to provide double check.	PC and FC		2	2	4
6.	Sound budgeting to underlie annual precept	4	3	12		6. The council receives detailed budgets in the late autumn from the Clerk. Projects assessed and priced. Precept derived directly from this. Expenditure against budget reported to BHDPC twice a year. PC to convene each January to agree the following year and ratified.	PC and FC		2	3	6
7.	Complying with borrowing	2	2	4			PC and		2	2	4

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	restrictions											
	8. Contracts	4	2	8		7. No borrowing anticipated to take place. Where borrowing is required, the FC must sanction, agree and minute this action, then ratify with the PC	FC		2	2	4	
	9. Councillors allowances and expenses	5	3	15		8. Annual review. Ground maintenance, street lighting (review every 3 years) Electricity prices to be reviewed and insurance to be checked.	PC and FC					
	10. Clerk's expenses	5	2	10		9. No allowances are claimed. Travel & sundry costs on council business can be reclaimed via re-imbursement and this is to be ratified by the FC or the PC and recorded in minutes for audit purposes.	PC and FC		2	3	6	
	11. Payroll	4	2	8		10. Log of postages. Stationary claim for paper, ink cartridges, files, labels, etc submitted as required with receipts. VAT reclaimed whenever possible	PC and FC		3	2	6	
						11. Payroll services used to process payroll. Currently no HMRC liabilities reported	PC and FC		2	2	4	

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13	<u>Liability</u> Risk to third party, property or individuals	4	3	12	C	Insurance in place. Risk assessments of individual events such as Community Fun Day carried out as necessary. H&S assessments made by all contractors and by LWPC when undertaking projects and using volunteers	PC and FC	05.11.23	2	3	6
	Legal liability as consequence of asset ownership	4	3	12					2	3	6
14	<u>Employer Liability</u> Comply with employment law	4	3	12	C	Membership of various national and regional bodies including NALC and SALC. Clerk employment contract to be established Clerk works from home. If meeting with an elector e.g. audit request, Parish Councillor also present. See above RA	PC and FC	05.11.23	2	3	6
	Safety of staff and visitors	4	3	12					2	3	6
15	<u>Legal Liability</u> Ensuring activities are within legal powers	3	3	9	C	Clerk to clarify legal position on any new proposal. Advice to be sought where necessary. Council meets once a month and always receives and approves Minutes of the previous meetings. Once approved and signed Minutes made available to the public on the noticeboards and via the website. Financial documents kept for the prescribed period of time. Old minutes (dating from 1913), have been unearthed (Jan 2020) and will be deposited at Shropshire Archives. Other sensitive information such as Deeds and finance info also to be deposited.	PC and FC	05.11.23	2	3	6
	Proper and timely reporting via the minutes	2	2	4					1	2	2
	Proper document control	3	3	9					2	3	6

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16	<u>Councillor Propriety</u> Registers of interests and gifts and hospitality in place	3	3	9	C	Register of pecuniary interests and declarations completed and reviewed annually. Copies held by SC and the Clerk. No gifts and hospitality register. Chairman's acceptance of Office form completed annually. Declaration of Acceptance of Office completed by every parish councillor after an election or co-option.	PC and FC	05.11.23	2	3	6
17	<u>Other</u> Standing orders	2	2	4	C	Annual review and update as required. All parish councillors to have access to standing orders and regulations on request.	PC and FC	05.11.23	1	2	2
	Files	3	3	9		Minutes, accounts, bank statements, audit files etc in filing locked cabinet at Clerks and Councillors home. Endeavour to use Google Drive rather than paper storage.			2	3	6
	Electronic Storage, Data and Emails	3	4	12		The PC has activated an email and storage system so that the PC has better retention of information flow and access to accounts in the event that Councillors move on. GDPR Policies and social media policies are in place and etiquette and email titling has been briefed.			2	4	8
	Land Owned by PC	4	5	20		Land owned by the PC should be logged and copies of deeds stored with a known solicitor and a copy in Shropshire Archives.			2	5	10

Note: L = Likelihood C = Consequence R = Risk

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Additional Event Requirements

First Aid

First Aider: D Harmer

Nearest A&E : RSH – Royal Shrewsbury Hospital

Environmental concerns:

None noted

Management Confirmation

Have the Additional Controls been agreed? Yes ☒ No ☐ (Please check or Tick boxes as appropriate)

If "No" please specify reasons:

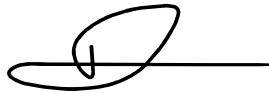
Have the Target Date(s) been agreed? Yes ☒ No ☐ (Please check or Tick boxes as appropriate)

If "No" please specify reasons:

I have noted the above assessment and will take appropriate steps to ensure all the actions raised are completed satisfactorily.

Name (Block Capitals): D HARMER

Signed:



Date: 5th Nov 2023