# Ockbrook and Borrowash Parish Council

## Parish Hall and Office Risk Assessment.

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| Assessor Name: S Kitchener Clerk and RFO | Location: Ockbrook, Derbyshire | Date: 07/2024 |
| Activities being assessed: Parish Hall, office, finance and administration | Next Review date: 07/2025 |  |

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| **Activity** | **Potential Hazards** | **Risks posed** | **Control Measures** | **Risk level:**  **High (H)**  **Med (M)**  **Low (L)** | **Additional Measures** |
| Use of the parish hall | Access to and from the building.  Slips/ trips and falls | Injury to members of public, Councillors and employees | Doorways are clearly positioned and emergency lighting is provided. Obstructions are not allowed to block access routes. Access ramps are available for users with limited mobility.  The floor is maintained in a clean and tidy condition. Any spillage is cleared up immediately. All rooms are adequately lit. All corridors and walk areas are kept free of potential trip / fall hazards  All permanent fixtures are kept in good condition, i.e. seats, shelving, cupboards, notice boards, signage etc | L | Clerk conducts weekly and monthly inspections of doors, windows, the inside and outside of the building for signs of damage/ wear and tear. |
| Fire | Smoking/Fires | Injury to members of public, Councillors and employees | The Parish hall and office are a no smoking area. Emergency exits are clearly marked and should not be obstructed at any time. Fire extinguishers are provided and inspected annually. Fire action noticers are displayed. Users should have their own emergency action protocol | L | Clerk conducts weekly tests of the fire alarms and monthly checks of the emergency lights. The Clerk completes a weekly fire safety compliance matrix. |
| First aid | Incorrect application of first aid/ no first aid material | Injury to members of public, Councillors and employees | An appropriate first aid kit is located in the kitchen, together with an accident reporting book. All incidents / copy of the accident report should be provided to the Clerk | L | The first aid box is checked monthly by the Clerk |
| Consumption of food in the parish hall | Safety and hygiene | Injury to food preparers and/or people consuming food | The premises include a kitchen for the use of hirers/employees. Users are responsible for ensuring that food is prepared safely and hygienically, and that the kitchen is left in a clean and tidy condition | L |  |
| Use of hazardous substances | Cleaning materials | Injury to members of public, Councillors and employees | All cleaning materials are stored in a locked cupboard, including any substances to CoSHH regulations. Normal use of cleaning materials is solely by parish council employees/contractors | L |  |
| Use of electrical equipment | Electric shock/ fire from faulty electrical equipment | Injury to members of public, Councillors and employees | PAT testing of all electrical items is carried out yearly.  The electrical system has been correctly installed and is inspected and tested every 5 years by an electrician or other suitably qualified person. | L | If a defect is found do not use the appliance, unplug and place the item in a safe location awaiting repair or scrapping |
| Assets | Under insured | Financial issues | A review of all assets is carried out by the full council every March. | L |  |
| Budgeting Council finances | Overspending | Financial issues/theft | The budget is reviewed by the full council on a quarterly basis. Each committee monitors their budget information and detailed budgets are prepared in September. The precept is considered by the Finance committee In November prior to making a recommendation to the full Council in December. The council approves the precept in accordance with standing orders / financial regulations | L |  |
| Conduct | Councillors do not follow the code of conduct  Employee / contractor misconduct | Bring the council into disrepute, legal issues, reputational issues. | Adoption by the Councillors of the Code of Conduct, Financial Regulations, Standing Orders, Data Protection, GDPR, Equal Opportunities, Discipline, Grievance, Freedom of Information and Complaints Procedure. Registers of Interests are completed and updated and any declarations of Councillor’s interests are minuted. | L | Any Councillor code of conduct issues will be referred to the Monitoring Officer at EBC.  Any/employee / contractor misconduct issues will follow the disciplinary procedures |
| Expenditure | Incorrect payments, theft, fraud | Financial issues / theft | The Council approves all payments. The Clerk and 2 Councillors sign all cheques. Online payments are set up by the Clerk and authorised by 1 Councillor. All invoices are signed by 2 Councillors at each full council meeting. Expenditure levels for tenders etc are included in the Standing Orders/Financial Regulations. There are no cash payments or petty cash. Any cash received by the Clerk is banked on the same day. | L |  |
| Income | Theft | Financial issues / theft | All income is banked on the day of receipt. No monies are kept on the premises overnight | L |  |
| Banking | Theft / incorrect accounting | Financial issues / theft | Full bank statement reconciliations are carried out monthly and presented to Councillors to be accepted, bank statements are signed by 1 Councillor at each full council meeting. The Clerk plus certain Councillors have access to online banking | L |  |
| Insurance | Injury to members of public or employees. Damage to Parish Council property / equipment | Under insured, insurance refusal to settle a claim | Reviewed annually by the Council on renewal date. Adequate cover to be provided for the following risks:   * Employers liability * Money * Fidelity guarantee * Loss of revenue * Officials indemnity * Libel and slander * Personal accident * Legal expenses | L |  |
| Election costs | Overspending | Extra charges. | Risk in an election year. There are no measures, which can be adopted to minimise risk of having a contested election.  Costs are met from General Reserves. | L |  |
| VAT reclaiming | Loss of income | Financial issues | VAT returns are completed twice a year by the Clerk | L | If there is a large purchase an extra VAT claim may be completed |
| Annual Governance and Accountability Return (AGAR) | Not submitted within the time limits | Extra charges. | AGAR is completed and signed by the Internal Auditor and then the full Council. It is then checked and sent on to the External Auditor within time limit. Clerk prepares a timetable for submission. | L |  |
| Legal Documents | Lost / damaged.  Non-compliance with statutory requirements | Loss of evidence of ownership / legal information | All legal documents are kept in a locked, fireproof cabinet.  Minutes and agendas are produced and displayed according to legal requirements. Minutes are approved and signed at the next meeting. | L |  |
| Electronic Records | Lost / damaged | Loss of evidence and records | All records are backed up daily by an external company | L |  |
| Keys | Lost | Burglary | List of key holders for Council owned property are kept in the Parish office | L |  |
| Display Screen Equipment | Seating | Work related injury to the Clerk e.g. upper limb disorder | Seating should preferably be such that a good position can be achieved which will prevent aches and pains in the small of the back or legs.  Wherever possible, an adjustable chair should be used such that it allows the user to sit far enough back so that the lower part of the body is supported by the backrest.  Chair height is important and when seated the user’s forearms should be roughly horizontal when the hands are on the keyboard. | L |  |
| Display Screen Equipment | Keyboard | Work related injury to the Clerk e.g. Carpel tunnel syndrome | When using a keyboard the user should avoid any awkward bending of the wrist. Sitting too high or low will lead the wrists being in a bent position. The chair should be positioned so that a neutral keying position is achieved, i.e., that the forearms, wrists and hands are in a straight line. The user must sit upright as this will reduce stress to the head and the neck.  It is preferable to use a laptop on a desk or table so that with the arms resting on the work surface it should be possible to keep the wrists in a relaxed, neutral position. | L |  |
| Display Screen Equipment | A mousse | Work related injury to the Clerk e.g. Carpel tunnel syndrome | Hands should be kept flat and the fingers relaxed when using a mousse | L |  |
| Display Screen Equipment | The screen | Work related injury to the Clerk e.g. glare, reflection causing eyesight problems | Glare and reflection on the screen should be avoided by positioning the laptop to avoid such conditions. | L |  |
| Lone working | Slips, trips and falls | Injury to employees | The office floor must be kept free of materials or spillage which may cause a person to slip, trip or fall.  Trailing leads must be positioned so as not to create a potential trip hazard.  Torn carpets must receive prompt remedial attention. | L |  |
| Lone working | Manual handling | Work related injury to the Clerk | In the normal course of their duties The Parish Clerk would not be expected to handle objects or materials which may cause injury if not handled properly | L |  |
| Lone working | Violence | Injury to the Clerk | The office is open to the public 9am – 12 noon Monday, Tuesday and Thursday.  In addition to this there is someone present behind the post office counter. | L | When the Clerk is on the office my herself it is accepted that all doors can be locked and the Parish Clerk should have access to a telephone to contact the emergency services or others as the case may be should the need arise. |
| Lone working | Personal Medical conditions | Injury to the Clerk | Ensure that any medical condition which might be relevant to lone working are discussed in confidence with The Chairman of the Parish Council in line with any guidance from a GP. | L | The Parish Clerk must not work alone if any such condition is assessed as putting them at risk |
| The carpark | Slips, trips and falls | Injury to members of public, employees or Councillors | The car park is well lit and all walk areas are maintained free from potential trip / fall hazards.  Steps and the ramp to and from the hall properly are maintained to minimise slip and trip risks. | L |  |
| Use of water | Legionella Disease | Injury to members of public, employees or Councillors | The Clerk performs checks to reduce the risk of Legionella Disease | L |  |