

**SHRIVENHAM PARISH COUNCIL  
GENERAL RISK ASSESSMENT**

Assessment Completed by	Mrs J Evans, Mrs L Frape, Mr L Hilsdon
Location	Shrivenham
Date	Feb-23
Adopted by Shrivenham Parish Council on	
Date for Review	March 2024, 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
Sep-20	Mrs J Evans, Mrs L Frape, Mr L Hilsdon	Not Issued	
Feb-21	Mrs J Evans, Mrs L Frape, Mr L Hilsdon		
Mar-22	Mrs J Evans	SPC	03/03/2022
Feb-23	Mrs J Evans		

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.

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	ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	DATE MEASURES IMPLEMENTED	PERSON RESPONSIBLE	RESIDUAL RISK*		
				L	S	DR				L	S	DR
	<b>Section 1 Parish Council and Trust property</b>											
1	Bus Shelters, Telephone Box	Risks to the Public          Risks to the Parish Council	1. Tripping on uneven surfaces 2. Injury from damaged structure  3. Design and position of shelters 4. Cleaning of shelters 5. Maintenance of shelters 6. Vandalism 7. Provision of adequate insurance cover	3 1  1 1 1 2 1	2 3  1 1 1 1 3	6 3  1 1 1 2 3	<ul style="list-style-type: none"> <li>Council inspections carried out every 3 months</li> <li>Damage to be reported to the Clerk</li> <li>Maintenance / repair undertaken quickly</li> <li>Annual check by competent person</li> <li>Notices maintained</li> <li>Regular inspections</li> <li>Regular cleaning programme</li> <li>Repairs actioned promptly</li> <li>Regular review of insurance</li> </ul>	In place   In Place  In place  In place	Councillors   Office Staff  Councillors Contractors  Clerk	2 1  1 1 1 1 1	2 2  1 1 1 1 1	4 2  1 1 1 1 1
2	Notice Boards	Risks to the Public	1. Injury from damaged/falling notice board(s) 2. Roadside safety - boards falling into road	1 1	1 2	1 2	<ul style="list-style-type: none"> <li>Regular inspections</li> <li>Damage or injury to be reported to the Clerk promptly;</li> <li>Clerk to take necessary action to make notice boards safe.</li> </ul>	In place	Office Staff	1 1	1 1	1 1
3	Dog Bins	Risks to the Public	1. Injury from damaged dog bin 2. Handling of contaminated waste 3. Handling of contaminated waste - children	2 3 3	1 2 3	2 6 9	<ul style="list-style-type: none"> <li>Inspections to be carried out every 3 months.</li> <li>Damage or injury to be reported to the Clerk promptly</li> <li>Clerk to take necessary action to make dog bin safe.</li> <li>Only employ approved contractors to empty bins, and ensure regular emptying.</li> <li>Ensure that the bins have lids and that lids are not damaged</li> </ul>	In place  In place In place	Hall Manager/Office Staff  Handyman/Biffa Hall Manager/Handyman	1 2 2	1 1 1	1 2 2
4	Footpaths, bridleways and other PROW	Risks to the Public	1. Injury from tripping or falling	3	1	3	<ul style="list-style-type: none"> <li>Public to report damage or obstructions on footpaths, bridle ways and PROW to the Council.</li> <li>Council to arrange clearance by notifying the land owner or OCC Countryside team.</li> </ul>	In Place In place	General Public Clerk	1	1	1
5	Street furniture	Risks to the Public  Risks to the Parish Council/Trust	1. Risk of injury to third parties due to damaged or unsafe street furniture  1. Risk of damage	1 3	2 1	2 3	<ul style="list-style-type: none"> <li>Regular (monthly) inspections</li> <li>Damage reported to the Clerk</li> <li>Repairs actioned promptly</li> <li>Damage reported to the Clerk</li> <li>Repairs actioned promptly</li> </ul>	In place	Councillors	1 1	1 1	1 1



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			5. Bonfires – risk of getting out of control	2	2	4	<ul style="list-style-type: none"> <li>All equipment to be kept and stored in a safe condition for the public.</li> </ul>	TBC	Councillor and Office Staff	1	1	1
			6. Failure of Water supply	1	1	1	<ul style="list-style-type: none"> <li>Regular inspection of plots</li> </ul>	In place	Councillor and Office Staff	1	1	1
			7. Vermin – risk of disease	3	2	6	<ul style="list-style-type: none"> <li>Tenancy agreement to be regularly updated and to include rules pertaining to all significant hazards</li> </ul>	In place	Councillor and Office Staff	1	2	2
			8. Vandalism	3	1	3	<ul style="list-style-type: none"> <li>All plot holders to sign tenancy agreement annually (on take-up or renewal of plot)</li> </ul>	In Place	Office staff	1	1	1
			9. Chickens – risk of disease, nuisance	1	3	3	<ul style="list-style-type: none"> <li>Allotments management system to be kept up to date</li> </ul>	In Place	Office staff	1	1	1
			10. Untidy plots – risk of injury, fire, disease, nuisance	3	1	3	<ul style="list-style-type: none"> <li>instructions to plot holders to not leave fires unattended, must be controlled and contained, with water vessel close by</li> </ul>		Office staff	1	1	1
			11. Uncontrolled equipment – risk of injury	1	2	2				1	1	1
			12. Hazardous substances – risk of injury, illness	3	1	3				1	1	1
			13. Unoccupied plots – risk of injury, fire, disease, nuisance	3	2	6	<ul style="list-style-type: none"> <li>incentivise existing plot holders to keep vacant plots under control with discount on next year's rent (removing waste, strimming vegetation) - £10 full, £5 half?</li> </ul>	tbc	tbc	1	1	1
10	Trees	Risks to the Public	1. Risk of injury from falling limbs or trees	2	4	8	<ul style="list-style-type: none"> <li>Survey of all trees completed 2018</li> <li>Repeat survey every 5 years</li> <li>Follow-up action as required. Parish Council public liability cover in place</li> <li>Regular inspection for damage</li> <li>Damage reported to the Clerk &amp; prompt action taken to repair</li> </ul>	<ul style="list-style-type: none"> <li>In place</li> <li>2023</li> <li>In place</li> <li>In progress</li> </ul>	<ul style="list-style-type: none"> <li>John Lloyd</li> <li>Contractor</li> <li>Clerk</li> <li>Hall Manager/Handyman/Office staff</li> </ul>	1	2	2
11	Defibrillators	Public, including passers-by (non-residents)	1. Loss or theft of defib.	2	2	4	<ul style="list-style-type: none"> <li>Defib in locked cabinet so not accessible without contacting emergency services, who will provide unlocking code</li> </ul>			1	1	1
			2. public unable to access defib when required	1	5	5	<ul style="list-style-type: none"> <li>Unlocked defib is in public place outside shop with CCTV in place</li> <li>Defib provides comprehensive instructions to untrained users and will not shock unless medically required</li> </ul>			2	2	4
			3. mis-use of defib.	1	1	1	<ul style="list-style-type: none"> <li>Guardians appointed each for defib, with responsibility for checking and simple maintenance</li> </ul>	In Place	John Lloyd	1	1	1
			4. Defib not working when needed	1	5		<ul style="list-style-type: none"> <li>Extensive programme of awareness / training sessions for all residents</li> <li>Public liability insurance. South Central Ambulance Service state PL insurance not required, but defib covered by Cardiac Science indemnity and Parish Council insurance</li> </ul>	<ul style="list-style-type: none"> <li>In Place</li> <li>In Place</li> </ul>	<ul style="list-style-type: none"> <li>John Lloyd</li> <li>Clerk</li> </ul>	1	1	1

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	<u>Section 2</u>	<u>Financial and Business Risks</u>										
12	Precept	Councillors, Clerk and public	1. Consequential loss of income or overspend	1	2	2	<ul style="list-style-type: none"> <li>Monthly review against expenditure and budget (Clerk/RFO, Assistant RFO and nominated Councillors)</li> <li>Reserves held to cover min 3 to max 12 month's expenditure</li> </ul>	In Place	Clerk/Deputy Clerk/O&F Committee	1	1	1
			2. Precept inadequate	1	3	3		In Place	Clerk	1	1	1
			3. Precept requirements not submitted to VVHDC in time	1	1	1				1	1	1
13	Financial Accounting	Councillors, Clerk and public	1. Inconsistency in accounts	1	3	3	<ul style="list-style-type: none"> <li>Bank accounts reconciled monthly by Deputy Clerk</li> <li>Accounts reviewed at least quarterly by nominated Councillors</li> <li>Mandatory annual Audits</li> <li>Interim internal audits</li> </ul>	In Place	Deputy Clerk	1	1	1
								In Place	O&F Committee			
14	Cash / Cheques	Councillors, Clerk and public	1. Loss through theft	1	3	3	<ul style="list-style-type: none"> <li>Fidelity Insurance for loss</li> <li>Minimise use of cash</li> <li>Reviewed quarterly (Clerk/RFO, Assistant RFO and nominated Councillors)</li> <li>Reduced use of cheques due to electronic banking</li> </ul>	In Place	Clerk n/a	1	1	1
								In Place	Clerk/Deputy Clerk/O&F Committee			
15	Financial control and records	Councillors, Clerk and public	Financial irregularities:				<ul style="list-style-type: none"> <li>Quarterly review of financial records (Clerk/RFO, Assistant RFO and nominated Councillors)</li> <li>Maintain paper bank statements</li> <li>Monthly statement of bank position by Deputy Clerk</li> <li>Annual Internal and External audit</li> <li>Financial Regulations to be implemented by Clerk and checked</li> <li>Debtors chased monthly</li> <li>Procedure for Debit card payments</li> </ul>	In place	Clerk/Deputy Clerk/O&F Committee			
			• Accounts not up to date	1	1	1		In Place	Deputy Clerk	1	1	1
			• Payments not supported by invoices, authorised and minuted	1	2	2		In Place	Deputy Clerk	1	1	1
			• VAT checked, recorded and reclaimed	1	2	2		In Place	Moore/ Lightatouch	1	1	1
			• S.137 expenditure not separately recorded & in limit.	1	2	2		In place	Clerk	1	1	1
			• Income not properly recorded and banked	1	2	2		In Place	Deputy Clerk	1	1	1
			• Inadequate security over cash	1	2	2		In Place	Clerk/Deputy Clerk	1	1	1
• Inadequate records of debit card payments	2	2	4			1	1	1				
• Regular bank reconciliations not regularly completed	1	1	1			1	1	1				
16	Burial Ground Income	Parish Council	1. Fraud regarding burial fees and payments	1	1	1	<ul style="list-style-type: none"> <li>Annual audit of accounts</li> <li>Parish Council Fidelity insurance</li> <li>Proper financial controls in place</li> <li>Bi-Annual Review of rents and charges</li> </ul>	In Place	Moore/ Lightatouch	1	1	1
			2. Failure to bank income	1	2	2		In Place	Clerk	1	1	1
			3. Failure to collect fees	1	2	2		In Place	Deputy Clerk	1	1	1
			4. Failure to review charges	2	1	2		In Place	Clerk/Deputy Clerk/Full Council	1	1	1
17	Allotment income	Parish Council	1. Failure to review rents and charges	2	1	2	<ul style="list-style-type: none"> <li>Proper Financial Controls in place</li> <li>Allotment Management system implemented and kept up to date</li> <li>Annual review of rents and charges by Council</li> </ul>	In Place	Deputy Clerk	1	1	1
			2. Failure to collect rents and charges	3	1	3		In Place	Office staff	1	1	1
			3. Failure to maintain accurate records	4	2	8		In Place	O&F committee/ Full Council	2	1	2

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18	Allotment Insurance	Council/Plot holders - insurance	1. Adequate insurance cover – public areas	1	3	3	• Parish Council Insurance reviewed annually. £10m Public Liability cover held	In Place	Clerk	1	1	1
			2. Adequate insurance cover – plot holders	4	3	12	• Parish Council to take out Allotment Insurance and recharge to plot holders in rent.	TBC	Plot Holders	1	1	1
19	Rents and leases	Parish Council and tenants	1. Rents due not paid on time (both rental income and rents to be paid)	1	1	1	• Contracts and Leases Register maintained and regularly reviewed	In Place	Clerk/O&F committee	1	1	1
			2. Leases not up to date or inaccurate	1	2	2	• Financial controls ensure rents paid and received on time	In Place	Deputy Clerk	1	1	1
20	Costs, overheads, expenses and debits	Parish Council	1. Goods not supplied but billed	1	2	2	• Invoices regularly checked and reviewed	In Place	Deputy Clerk	1	1	1
			2. Incorrect invoicing	1	1	1	• Payments regularly checked and reviewed	In place	Deputy Clerk	1	1	1
			3. Payments incorrect	1	1	1	• Regular stock-take	In place	Hall Manager	1	1	1
			4. Loss of stock	1	1	1				1	1	1
			5. Unpaid invoices	1	1	1				1	1	1
21	Best Value & Accountability	Parish Council	1. Work awarded incorrectly	2	2	4	• Councillors must adhere to Financial Regulations	In Place	Clerk/ O&F committee	1	1	1
			2. Overspend on services	2	1	2	• All work must be awarded by the Clerk/RFO or Deputy Clerk	In Place	Clerk/ O&F committee	1	1	1
22	Budgetary Control	Parish Council and public	1. Annual budget inadequate	1	1	1	• Budget based on last three years expenditure plus known future spend	In Place	Clerk	1	1	1
			2. Budgetary control inadequate	1	1	1	• Expenditure against budget reviewed monthly	In place	Clerk/ Deputy Clerk/O&F committee	1	1	1
			3. General and Ear marked reserves not held at reasonable levels	1	2	2	• Level of reserves reviewed monthly	In Place	Clerk/ Deputy Clerk/O&F committee	1	1	1

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23	Payroll	Parish Council, staff	1. Salaries paid incorrectly	1	3	3	• Payroll tasks shared and cross-check by clerk and Deputy Clerk	In Place	Clerk/Deputy Clerk	1	1	1	
			• Wrong hours										
			• Wrong rate										
			• Wrong deductions										
			2. False employee	1	3	3	• Payments approved by Council monthly	In Place	O&F Committee/Full Council				
3. Unpaid Tax/NL	1	3	3	• Interim internal audits	In Place	Lighttouch Audit	1	1	1				
4. Unpaid Pension contributions	1	3	3				1	1	1				
5. Expenses not appropriately approved	2	1	2	• Clerk to approve all expenses within spending limit. Expense claims above Clerk's limit not permitted (expenditure will require prior authorisation by Council)	In place	Clerk	1	1	1				
24	Annual Return	Parish Council	1. Late or incomplete return	1	2	2	Deputy Clerk to prepare and submit to Council on time, per external auditor timetable	In Place	Deputy Clerk	1	1	1	
			• Council to approve on time, per external auditor timetable					In Place	O&F committee/Full Council				
			• Recommendations implemented					In Place	Clerk/ Assistant RFO/O&FWG				
25	Banking	Parish Council, suppliers, public	1. Inadequate bank checks	1	1	1	• Regular reconciliation/checking of receipts against bank statements	In Place	Deputy Clerk	1	1	1	
			2. Bank mistakes, including loss and charges	1	2	2	• All Councillors, Clerk and Deputy Clerk are signatories	In place	n/a	1	1	1	
			3. Loss of account signatories	1	4	4	• Procedures for the protection of passwords and management of online banking set out in Financial Regulations	In place	Clerk	1	1	1	
			4. Inadequate data security	1	4	4				1	1	1	
26	Business Continuity	Parish Council	1. Computer failure	2	4	4	• Keep proper financial records	In place	Deputy Clerk	2	2	4	
			2. Loss of key staff	1	3	3	• Computers to be properly backed-up and back-up kept off-site	In place	Systemagic	1	2	2	
			3. Loss of premises	1	4	4	• Meet statutory requirements, including under employment and tax law	In Place	Clerk/ Deputy Clerk/Personnel Committee	1	2	2	
			• Arrange timely annual staff appraisals					In Place	Clerk/Personnel Committee				
			• Arrange timely annual audits					In Place	Clerk/Deputy Clerk				
• Develop Business Continuity Policy					TBC	Clerk							
• Develop Disaster Recovery Plan					TBC	Clerk/Hall Manager							
• Ensure all activities are within legal powers applicable to the Council					In Place	Clerk							
27	Legal Risks to Parish Council	Parish Council	1. Legal challenges on Council procedures, expenditure and activities	2	3	6	• Councillors and employees declare interests as appropriate	May-19	Clerk	1	2	2	
			2. Legal challenges on Councillor activities	2	3	6	• Expenditure to be within legal powers of Council, and properly authorised	In Place	Clerk	1	2	2	
			• Complaints policy in place					In Place	Clerk				
			• Minutes published initially on website as drafts and replaced when formally approved					In Place	Clerk				
			• Compliance with Transparency Code					In Place	Clerk/ Deputy Clerk				
			• Annual review of insurance level					In Place	Clerk				
• Annual review of Council policies and procedures					In Place	Clerk							

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28	Risks to Council as landowner / Trustee, etc.	Council and other bodies involved	1. Financial, legal, public liability	2	3	6	<ul style="list-style-type: none"> <li>• Ensure all relevant bodies carry adequate and appropriate insurance</li> </ul>	In Place	Clerk/ Deputy Clerk	1	2	2
29	Election costs	Parish Council	1. Risk of unexpected election cost	1	2	2	<ul style="list-style-type: none"> <li>• Budget each year for regular elections</li> <li>• Ensure sufficient level of reserves to cover the costs of unexpected election</li> </ul>	In Place  In Place	Clerk  Clerk	1	1	1



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<b>Section 3</b>		<b>Data protection / GDPR</b>										
30	Handling of information (GDPR & FOI)	The Council, general public and contractors	1. Loss (or misuse) of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage	1	4	4	• Information audit carried out on electronic and hard copy data; all unnecessary data has been cleansed and the data held by Councillors will be limited	In Place	Clerk/Chair	1	2	2
			2. Risk of investigation by ICO if unable to fulfill a Freedom of Information request	2	1	2	• All data (electronic and paper) is kept securely, with locked cabinets, personal log-ins and encryption of sensitive documents where necessary	In Place	Clerk/ Systemagic	1	1	1
			• An information audit carried out annually				TBC	Clerk/Chair				
			• 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				In Place	n/a				
			• An Information Security policy to be created				TBC	Clerk				
• ICO Registration				In Place	Assistant RFO							
• Publication scheme in place				In place	Clerk							
• Privacy notices maintained covering use of personal data by the Council				In Place	n/a							
<b>Section 4</b>		<b>Governance</b>										
31	Standing Orders and Financial Regulations	Councillors, Clerk and public	1. Lack of Formally adopted Standing Orders and Financial regulations	1	1	1	• Standing orders and financial regulations reviewed annually	In Place	Clerk/O&F Committee/Full Council	1	1	1
			2. De Minimis amount not set for purchases	1	2	2	• De Minimus amount set in Financial Regulations	In Place	Clerk/O&F Committee	1	1	1
32	Risk Assessment	Councillors/Trustees, Clerk and public	1. Risk assessment not in place or out of date	1	1	1	• Risk assessment to be reviewed at least annually or upon identification of new risk	In Place	Clerk/Deputy Clerk/ Hall Manager	1	1	1
			2. Regular review of risks not carried out	2	2	4	• Health & Safety/Fire Safety Officer to carry out regular environmental risk assessments	In Place	Hall Manager	1	1	1

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33	Insurance	Councillors/Trustees, Staff and public	1. Insurance cover inadequate or inappropriate	1	4	4	• Annual review of insurance cover	In Place	Clerk	1	1	1
			2. Insurance valuations do not agree with asset register	2	2	4	• Broker to provide three quotes	In Place	Broker	1	2	2
			3. Cost of insurance does not offer value for money	2	2	4	• Only use accredited brokers that provide Parish Council cover	In Place	Clerk	1	1	1
			4. Fidelity Guarantee cover not in place	1	3	3	• Asset register regularly reviewed	In Place	Clerk/Deputy Clerk/Hall Manager	1	1	1
			5. Inadequate Public liability cover	1	2	2	• Parish Council Insurance MUST now include Fidelity Guarantee cover • Ensure £10m public liability cover	In place In Place	n/a Clerk	1 1	1 1	1 1
34	Financial Controls	Councillors/Trustees and Staff	1. Financial controls not relevant or up to date	1	1	1	• Financial Regulations reviewed at least annually	In Place	Clerk	1	1	1
35	Audit	Councillors/Trustees	1. Lack of information and communication	1	2	2	• Interim audit reviews carried out	In Place	Lighttouch Audit	1	1	1
			2. Lack of compliance	1	2	2	• Audit recommendations implemented	In Place	Clerk	1	1	1
36	Asset Management	Parish Council/Viscountess Barringtons Trust	1. Asset register out of date - risk of inaccurate value of assets	3	1	3	• Regular review of Asset register	In Place	Clerk/Deputy Clerk/Hall Manager	1	1	1
			2. Regular asset reviews not carried out - risk of loss/damage etc	3	2	6	• Full asset review annually; interim checks quarterly	In Progress	Clerk/Deputy Clerk/Hall Manager/Deputy Manager	1	2	2
37	Councillors	Parish Council	1. Council membership falls below 4	1	3	3	• New Councillors to be co-opted as soon as possible following loss	In Place	Clerk	1	2	2
38	Litigation	Parish Council/Trustees	1. Potential risk of legal action being taken against the council or Trust	1	4	4	• Council follows the advice of the Proper Officer to ensure it's activities are within the law	In Place	Council	1	2	2
			2. Illegal activity or payments	1	2	2				1	1	1
39	Grants	Parish Council	1. Council does not have the power to pay e.g. grant to Churches	1	2	2	• Council follows the advice of the Proper Officer to ensure it's activities are within the law	In Place	Council	1	1	1
			2. Terms and conditions of grants received not met	2	1	2	• Clerk to regularly review the terms of grants received to ensure they are met	In Place	Clerk	1	1	1
38	Members interests	Councillors	1. Members interests inaccurate or incomplete	2	2	4	• All members interests must be declared upon accepting office	May-19	Councillors	1	2	2
			2. Conflicts of interests not declared	2	2	4	• Members to declare interests at meetings if there is a potential conflict • Members to be reminded of what constitutes a conflict of interest • Clerk to regularly review members interests	In Place May-19 In Place	Councillors Clerk Clerk	1 1 1	2 2 2	2 2 2
39	Council/Trust Records	Parish Council/Viscountess Barringtons Trust	1. Loss through theft, fire and damage	1	3	3	• Fire Safety procedures to be followed. Regular fire safety checks to be carried out.	In Place	Fire Safety Officer	1	2	2
			2. Loss of electronic records through damage or corruption	1	3	3	• Office security to be improved: control over key; locked cabinets for sensitive data	In Place	Clerk/Chair	1	2	2
			3. Loss or corruption through malicious activity (e.g. Hacking, computer viruses or malware)	1	4	4	• Regular computer back-up	In Place	Clerk/ Systemagic	1	2	2
							• Adequate and up to date computer security in place at all times	In Place	Clerk/ Systemagic			

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	Section 5	Personnel														
40	Employees	All staff	1. Accident or injury	1	3	3	<ul style="list-style-type: none"> <li>Annual review of health &amp; safety policy and associated requirements</li> <li>Annual review of adequate employee liability insurance cover (£10M)</li> <li>Regular Health &amp; Safety reviews</li> </ul>	In Place	Health & Safety Officer	1	1	1				
							<ul style="list-style-type: none"> <li>Where applicable: <ul style="list-style-type: none"> <li>Provision of safety equipment and training in its use</li> </ul> </li> </ul>	In Place	Health & Safety Officer							
							<ul style="list-style-type: none"> <li>Regular inspection and servicing of equipment used</li> <li>Use of warning cones/signs on roads</li> </ul>	In Place	Handyman							
						2. No contract of employment	1	2	2	<ul style="list-style-type: none"> <li>Contracts to be in place and reviewed regularly</li> </ul>	In Place	Clerk/Personnel Committee	1	1	1	
						3. Salaries not to appropriate scale for the job (eg NJC pay scale for administrative staff) or below legal minimum wage	1	2	2	<ul style="list-style-type: none"> <li>Salary and other payments in line with national scales and reviewed annually</li> </ul>	In Place	Clerk/Personnel Committee	1	1	1	
						4. Loss of key staff	3	3	9	<ul style="list-style-type: none"> <li>Ensure up to date grievance procedure</li> </ul>	In Place	Clerk/Grievance Committee	1	2	2	
									Up to date Business Continuity Policy	Under Development	Clerk					
						5. Fraud by staff	1	4	4	<ul style="list-style-type: none"> <li>Conduct annual appraisals</li> </ul>	In Place	Clerk/Chair	1	1	1	
						6. Inappropriate actions undertaken by staff	1	2	2	<ul style="list-style-type: none"> <li>Strict financial controls</li> </ul>	In Place	Clerk/Deputy clerk	1	1	1	
						7. Breach of H&S regulations	3	2	6	<ul style="list-style-type: none"> <li>Adequate staff training</li> <li>Regular Health &amp; Safety monitoring</li> <li>Health &amp; Safety Policy in place</li> </ul>	In Place	Clerk/Chair Health & Safety Officer	2	1	2	
						8. Staff Stress	2	2	4	<ul style="list-style-type: none"> <li>Health &amp; Safety Policy reviewed annually</li> </ul>	In Place	Health & Safety Officer	1	2	2	
						9. Mental Health Issues/discomfort due to bullying or harrasement	1	3	3	<ul style="list-style-type: none"> <li>Health &amp; Safety Policy reviewed annually</li> <li>Health &amp; safety policy offers support via the Health &amp; Safety Officer</li> <li>Personnel and Grievance Committees available to all employees</li> <li>Employees Annual appraisal process give chance to voice concerns</li> </ul>	In Place	Health & Safety Officer Personnel and Grievance Committees Clerk/Chair	1	2	2	

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41	Employees – Lone Working	Staff and Public	1. Lone working.	4	1	4	<ul style="list-style-type: none"> <li>Implement lone working policy</li> <li>Clerk to notify Council or Trust of any issues within the working environment requiring action, to comply with employment regulations. (e.g., DSE)</li> </ul>	In Progress In Place	Clerk Clerk	2 1 2
42	Risks to Parish Councillors/Trustees	Councillors/Trustees	1. Councillors expenses incorrect 1. Accident or injury on Council business	1 1	1 2	1 2	<ul style="list-style-type: none"> <li>Strict financial controls</li> <li>Councillor activities limited to acceptable low risk levels; check with the Clerk if in doubt</li> <li>Annual review of public liability insurance level (£10M) Where applicable:</li> <li>Provision of safety equipment and training in its use</li> <li>Regular inspection and servicing of equipment used</li> <li>Use of warning cones/signs on roads</li> </ul>	In Place In Place In Place In Place In Progress In Place	Clerk/Deputy Clerk Clerk/Chair Clerk Health & Safety Officer Health & Safety Officer Handyman	1 1 1 1 2 1
43	Risks to volunteers	Public / volunteers	1. Accident or injury on Council business	2	2	4	<ul style="list-style-type: none"> <li>Volunteer names and activities to be understood and agreed by Council</li> <li>Annual review of public liability insurance level (£10M) Where applicable:</li> <li>Provision of safety equipment and training in its use</li> <li>Regular inspection and servicing of equipment used</li> <li>Use of warning cones/signs on roads</li> </ul>	In place In Place In Place In Progress In Place	Council Clerk Health & Safety Officer Health & Safety Officer Handyman	1 2 2
44	Meetings	Councillors, Clerk and public	Health & Safety: 1. Failing to escape in event of fire. 2. Access around doors, entrances and toilets. Risk of 3. trip hazards and obstruction. 4. Failure to meet statutory duty 5. Access 6. Security 7. Security 8. Personal injury 9. Accessibility	1 2 2 2 4 1 1 1 2	5 2 2 2 1 1 1 3	5 4 4 4 4 1 1 1 6	<ul style="list-style-type: none"> <li>Fire instructions and exits checked at the beginning of each meeting – Chair/Clerk</li> <li>Public informed of action in the event of a fire at the beginning of each meeting - Chair</li> <li>Meeting room, toilets and accesses checked for safety and accessibility prior to the meeting – Chair/Clerk</li> <li>Meeting room to be accessible to all ages and abilities</li> <li>Regular Health &amp; Safety checks</li> <li>Regular Fire Safety checks</li> </ul>	In Place In Place In Place In Place In Place In Place	Clerk/Chair Clerk/Chair Clerk/Chair Clerk/Chair Health & Safety Officer Fire Safety Officer	
<b>Section 6</b>		<b>Covid-19 or other infection risk - Memorial Hall</b>								
45	Entrance Lobbies	Hirers, General Public and Staff	1. Lack of Social Distancing 2. Contamination of surfaces and equipment	3 3	3 3	9 9	<ul style="list-style-type: none"> <li>No congregation or waiting in hallways or lobbies.</li> <li>Entrance doors fitted with combination locks, so that only authorised personnel can admit people to the building.</li> <li>Test and Trace QR code in place</li> <li>Masks to be worn in public areas</li> <li>Regular sanitisation fogging of all areas</li> <li>Automatic Hand Sanitisers fitted at both entrances.</li> </ul>	In Place In Place In Place In Place In Place In Place	Hall Manager Hall Manager/Hirers Hall Manager/Hirers Hall Manager/Hirers Hall Manager Hall Manager	2 2 2 2 4 4

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							3. Extra cleaning to ensure all high use areas are sanitised regularly.	In Place	Hall Manager			
46	Hireable Rooms/Halls	Hirers and Staff	1. Lack of Social Distancing	3	3	9	1. Room capacities reduced	In Place	Hall Manager	2	2	4
							2. Equipment (e.g. tables and chairs) stored in each room to prevent unnecessary movement. Only enough equipment to cater for socially distanced capacities provided	In Place	Hall Manager			
							3. Hirers take responsibility for maintain social distancing during their events	In Place	Hirers			
			2. Contamination of surfaces and equipment	3	3	9	1. Extra cleaning in place to ensure that all high traffic surfaces are sanitised regularly. Hirers to clean equipment at the end of their hire.	In Place	Hall Manager	2	2	4
							2. Sanitisation cleaner spray and hand sanitizer provided in all hireable rooms along with paper towels and waste bins.	In Place	Hirers			
						3. Regular sanitisation fogging of all areas	In Place	Hall Manager				
						4. Floors regularly cleaned and sanitised where appropriate.	In Place	Hall Manager				
						5. All kitchens to be closed	In Place	Hall Manager				
47	Toilets	Hirers, General Public and Staff	1. Lack of Social Distancing	3	3	9	1. Each room (or suite of rooms) allocated its own toilet.	In Place	Hall Manager	2	2	4
							2. Designated waiting areas for toilets, with socially-distanced queuing in place	In Place	Hall Manager			
							3. Separate toilets for Staff	In Place	Hall Manager			
			2. Contamination of surfaces and equipment	3	3	9	1. Regular sanitisation fogging of all areas	In Place	Hall Manager	2	2	4
							2. Extra cleaning in place to ensure all high traffic surfaces are sanitised regularly.	In Place	Hall Manager			
<b>Section 7</b>		<b>Covid-19 or other infection risks - Play Areas</b>					Conclusion - Based on Government Guidance					
48	Play Areas	General Public and Staff	1. Risk to staff maintaining equipment	2	3	6	1. Maintenance staff to wear appropriate PPE and ensure social distancing from other users	In Place	Hall Manager	1	5	5
							2. Lack of Social Distancing or other guidelines ignored	In Place	Hall Manager	2	3	6
			3. Contamination of surfaces and equipment	2	3	6	As above	In Place	Hall Manager	2	3	6