

AWRE PARISH COUNCIL

RISK ASSESSMENT STATEMENT

Annual Risk Assessment

AREA	RISK	LEVEL	CONTROL (AND AGREED IMPROVEMENTS)
Assets	Protection of physical assets	L	Bus shelters, seats, village sign, toilet(CCTV), defibrillators, telephone boxes, notice boards, insured. Insured value increased annually.
		L	Office equipment insured. Value increased annually.
		L	Cemetery, Lych Gate insured. Value increased annually.
		L	Village Green, open spaces insured. Value increased annually
	Maintenance of buildings, notice boards, seats etc	L	Regular inspection. Toilets opened, closed and cleaned daily.
	Cemetery, open spaces	L	Grass, hedges cut regularly. Annual safety inspection of graves etc (Separate assess.)
Finance	Banking	L	No cash. Cheques cashed asap.
	Loss of cash through theft, dishonesty	L	No cash transactions
	Financial controls	L	Monthly reconciliation of bank statements. Quarterly 'in-house' checks. Internal & external audits.
	Compliance with HMRC(VAT) regulations	L	VAT claims submitted annually, included in checks.
	Sound budgeting	L	Detailed budget in Autumn from which precept derived. Quarterly checks throughout year.
Liability	Risks to 3 rd party, property or individuals	M	Insurance in place. Open spaces checked monthly.
Employer liability	Comply with employment law	M	Membership of NALC, GAPTC.
	Comply with HMRC(Inland Revenue) requirements	L	Council contracts out PAYE system for staff.
Legal Liability	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the minutes	L	Monthly meetings, draft minutes published within 10 days & approved at following meeting. Minutes available by e mail and on website.

	Document control	M	Legal documents stored at solicitors, in fire proof cabinet in Clerk's home. Old documents stored at Gloucester record office. Data stored on Cloud.
Councillor propriety	Register of interests, gifts, hospitality	L	Register of interests completed, available for public inspection and sent to District Council. Updated annually.
Business continuation	Clerk's unplanned absence	L	Chairman has details of computer passwords, banking details, web site passwords, keys held.
		L	Additional costs of sick of other paid leave, advertising for replacement, employing temporary staff, considered annually with reference to the level of uncommitted reserves available to meet expense.

This risk management statement was considered by the Parish Council on 15.8.2016 and will be reviewed again in 12 months.

Signed – Clerk.....

Chair.....

(L = Low risk, M = Medium risk, H = High risk)

SUPPLEMENTARY RISK MANAGEMENT

1. COSHH ASSESSMENT
Not Applicable
2. DISPLAY SCREEN EQUIPMENT

SPACE Is there sufficient space with enough storage to enable easy access to the workstation (Legal minimum 11 cubic metres per person)	Y	
LIGHTING AND POWER Is lighting suitable for user?	Y	
Has glare & reflection from light fittings, windows and walls been avoided from the screen?	Y	
Have desk lamps(or other local task lighting) been supplied where necessary ?	Y	
Are flexible cables safe (ie not trailing)	Y	
NOISE Is the equipment noise level low enough not to distract attention or disturb speech?	Y	
Can noisy equipment be moved away from the workstation where necessary ?	Y	
TEMPERATURE AND HUMIDITY Is the temperature at the workstation at least 16 degrees C(following the first hour of work commencing)?	Y	
Is the temperature maintained at a level that ensures operator comfort?	Y	
Have all sources of excess heat(those likely to cause injury or discomfort to operators been eliminated or suitably controlled)?	Y	
Is the air around the workstation comfortable (ie not too dry)?	Y	
Does the user feel thirsty within an hour of starting work/	Y	

DISPLAY SCREEN EQUIPMENT	Y	
Is the screen image stable?	Y	
Is the brightness/contract control easily adjusted?	Y	
Does the screen tile and swivel easily?	Y	

DETAIL HERE ANY FURTHER ACTION REQUIRED FOLLOWING THIS ASSESSMENT