



## **HAMSEY PARISH COUNCIL Risk Assessment Schedule**

A risk assessment schedule is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

The Council recognises that it has a responsibility to ensure all practical measures and reasonable steps are undertaken to safeguard its employees, Councillors, the people it works alongside, those who it provides services for and to protect the environment and local community in which it is responsible for.

The Council is aware that it is unable to eliminate fully some risks and has in place the following schedule to manage any risks posed. The following document is set out to identify the risk, manage the risk in a structured way in order to minimise any disruption, loss or injury. The identifying of these risks helps the Council in forming policies and prevention measures by outlining the impact and possible action and awareness needed.

<b>Financial regulations</b>					
<b>Risk Identified</b>	<b>Impact H/M/L</b>	<b>Likelihood H/M/L</b>	<b>Controls</b>	<b>Adequate Y/N</b>	<b>Comments</b>
<b>Insurance</b>					
Protection of physical assets: <ul style="list-style-type: none"> <li>• Notice boards.</li> <li>• Bus shelters/Youth shelter</li> <li>• Village Hall</li> <li>• Malthouse Way play area</li> </ul>	M	M	Regular visual inspections Insurance cover in place. Assets register maintained	Y	Regular visual inspections.  Cover reviewed annually.
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public. (Public liability)	M	L	Public Liability Insurance Cover in place	Y	Cover reviewed annually.  CCTV in place to protect assets at Beechwood Hall & Rural Park
Loss of cash through theft or dishonesty (Fidelity guarantee)	L	L	Insurance cover in place	Y	Very little cash received by council.
Legal liability as a consequence of asset ownership (Public liability)	L	L	Insurance cover in place	Y	Cover reviewed annually.
<b>Financial records</b>					
Keeping proper financial records in accordance with statutory requirements	H	L	Checked by Internal Audit Financial Regulations  Scribe Financial accounting package used to record all income and expenditure and produce financial reports on all cost codes and budgets	Y	Bank statements signed and expenditure approved at PC meetings
<b>Revision of Financial regulations</b>					

Ensuring that all business activities are within legal powers applicable to local councils.	L	L	Advice taken on all issues that are not clear. (ESALC etc)	Y	Review the Financial Regulations each year, monitor changes in legislation
<b>Loans &amp; investments</b>					
Complying with restrictions on borrowing	M	L	Ensure Council understands legislation	Y	No loans or investments held by Council as at February 2024
<b>Payment of salaries</b>					
Ensuring that all requirements are met under employment law and Inland Revenue regulations	M	L	Ensure Council understands and complies with current PAYE and National Insurance legislation	Y	Checked by Internal Audit Payroll services are provided by Knill James accountants - Lewes
<b>Income</b>					
Ensuring that all requirements are met under Customs and Excise regulations	M	L	Ensure Council understands and complies with current VAT legislation	Y	Checked by Internal Audit – regular (bi annual) VAT reclaims made
<b>Annual estimates &amp; budgetary control</b>					
Ensuring the adequacy of the annual precept with sound budgeting arrangements	M	L	Reviewed regularly by council. AGAR produced by Scribe and signed of by RFO and Chair of the Council	Y	Forecasts for income and expenditure for current year produced every 6 months and budget report produced for all Council meetings (6 a year)
Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	L	L	Review of accounts and benefit to residents discussed at time of application.  Separately recorded accounts maintained.		Checked by Internal audit

			<p>Authorisation of payments recorded in minutes.</p> <p>Grant application form in place and available on website for grant applicants and all applications discussed and approved by Council.</p>		
<b>Standing orders</b>					
<b>Risk Identified</b>	<b>Impact H/M/L</b>	<b>Likelihood H/M/L</b>	<b>Controls</b>	<b>Adequate Y/N</b>	<b>Comments</b>
<b>Standing orders</b>					
Proper, timely and accurate recording of council business in the minutes	M	L	Minutes checked by Chair before issue.	Y	All minutes approved by council as a true record.
<b>Information for Parishioners</b>					
Responding to electors wishing to exercise their rights of inspection	L	L	As set out in Freedom of Information Schedule which is reviewed by the Council from time to time	Y	Published on website.
<b>Order of Council business</b>					
Meeting the laid down timetables when responding to consultation invitations.	L	L	Put on agenda as received.  Agenda agreed by Chair prior to meeting.	Y	Clerk checks that there is adequate time for response and if not makes alternative arrangements.
<b>Inspections of documents</b>					
Proper document control	M	L	Statutory requirements observed. All computer files backed up regularly and stored and manual filing system in place.	Y	
<b>Register of interests</b>					
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	M	L	Onus on individual members to notify clerk that changes have occurred.	Y	Reminder on each agenda.

<b>Information for Parishioners from Hamsey Parish Council</b>					
A libel claim against the Parish Council for publishing a defamatory comment, inaccuracy of data, personal opinion.	L	L	All claims discussed and reviewed by Council.	Y	Minutes are marked as draft prior to approval.

<b>Other risks</b>					
<b>Risk Identified</b>	<b>Impact H/M/L</b>	<b>Likelihood H/M/L</b>	<b>Controls</b>	<b>Adequate Y/N</b>	<b>Comments</b>
<b>Litter pick</b>					
Traffic	H	M	High visibility clothing must be worn Avoid dangerous bends, main roads Understanding/alertness re traffic.	Y	Clothing and equipment provided by the District Council
Manual handling	M	M	Instructions given on where to leave filled sacks and not to move anything too heavy. Not to make the sacks too heavy.	Y	Removal of waste collected by LDC Waste and Recycling
Hazardous waste	M	M	Use gloves and equipment provided	Y	
<b>Lone working</b>					
Lone working	M	L	Training on dealing with the public.  Clerk and Councillors should not arrange meetings at their homes with members of the public who are unknown to them.  When Parish Clerk working alone in office arrangements in place to ensure their safety.	Y	Ensure that member of the family/friend is aware of lone working

<b>Play areas</b>					
Malthouse way play park	M	L	<p>Regular checks are carried out by the Councillors and maintenance is done by Councillors where possible.</p> <p>Annual inspection of the area is carried out by Lewes District Council.</p> <p>The grass and hedges are maintained by the Greg Cockram who is fully insured.</p>	Y	Last inspection was carried out in October 2023 – all areas were identified as low risk
Beechwood Park	M	L	<p>Regular checks are carried out by the Councillors and maintenance is done by Councillors where possible.</p> <p>Annual inspection of the area is carried out by Lewes District Council.</p> <p>The grass and hedges are maintained by Barcombe Landscapes who are fully insured.</p>	Y	Last inspection was carried out in October 2023 – all areas were identified as low risk

NOTE : During the Covid 19 Pandemic the Parish Council produced a supplementary risk assessment that was in place to ensure that staff, councillors and users of Beechwood Hall were kept safe – this supplementary risk assessment has been kept on file should it be needed again. Should there be another pandemic a new supplementary risk assessment will be produced and the Parish Council will follow all government guidance.

**Reviewed : February 2024**

**Approved by Parish Council: 14<sup>th</sup> March 2024**

**Marie Owen**

