

PUXTON PARISH COUNCIL – ADMINISTRATIVE RISK ASSESSMENT*All risks are subject to ongoing review as appropriate and to annual review in February/March of each year*

GD bvi

Subject	Risk Identified	H/ M/ L	Management/control of risk	Review/assess/revise
Business Continuity	Council not being able to continue business due to tragic or unexpected circumstance	M	Flies kept at clerk's house. If the clerk does not attend a meeting relevant papers will be available to a councillor who acts as minute taker	Review as necessary
Insurance	Adequacy, cost and Compliance	L	Annual review of policy undertaken prior to renewal	Review compliance and cover annually
Council Records	Loss through theft, Fire and Damage	L	Papers are securely stored at clerk's home or locked cabinet in Village Hall	Provision is considered adequate
Electronic Records	Loss via computer damage, fire or corruption	M	Computer records backed up on Apple iCloud and dedicated USB stick.	Existing procedure is adequate
Precept	Adequacy of precept	M	Sound budgetary control to back up the council's annual budget Precept is an agenda item at the December and January meetings	Monthly budget update to the council
Banking	Inadequate checks	L	Annually reviewed Financial Regulations set out procedures and controls	Existing procedure is adequate
Cash	Loss through theft or dishonesty	L	Council has no petty cash. Expenses incurred are refunded via cheque/BACS	Existing procedure is adequate
Financial records	Inadequate checks or controls	L	Monthly reconciliations. Cheques validated by 2 signatures and initialled cheque stub. All spending is pre-agreed. All payments are minuted.	Existing procedure is adequate
Clerk	Loss of Clerk	L	Appropriate training, reference books and legal advice are available	Member of ALCA, monitor work conditions
Election costs	Risks of an election	M	Accruing provision for election or referendum costs made in annual precept	Reviewed annually during budget preparation

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Claiming VAT	Reclaiming VAT in timely manner	L	Due to minimal occurrence, the Council is not registered for VAT	Existing procedure is adequate
Annual return	Not submitted within the limit	L	Completed agreed and signed by council, internally audited, sent to external auditors if required and published as legally required.	Existing procedure is adequate
Minutes, agendas and standing documents	Accuracy and legality Non Compliance with Statutory requirements	L L	Minutes and agendas adhere to legally required preparation and publicity. Minutes are agreed and signed at the next meeting. Business conducted at the council is managed by the Chair	Existing procedure is adequate. Ensure the code of conduct is adhered to.
Public Liability	Risk to third party property or individuals	M	Insurance is in place, risk assessments of individual events is undertaken	Existing procedure is adequate
Employers liability	Non Compliance with employment law	L	Undertake training and seek advice when needed.	Existing procedure is Adequate
Legal liability	Legality of activities Proper and timely reporting via minutes	M L	Clerk clarifies legal position and takes advice when needed Council receives and agrees minutes at monthly meetings	Existing procedures are Adequate
Members interests	Conflict of interests	M M	Councillors declare any interest at the start of the meeting and it is so recorded in the minutes of the meeting. Register of interests forms reviewed annually	Existing procedure is adequate. Members let clerk know of changes
Assets	Loss or damage/risk/third parties risks	L	Asset register is kept up to date and insurance held at the appropriate level for all items. Regular equipment checks and maintenance are undertaken	Existing procedure is adequate.
General Data Protection Regulations (GDPR)	Policy Provision	L	The Council is registered with the Information Commissioner's Office (ICO). Data is only held and distributed in accordance with GDPR rules.	Ensure annual review and renewal of registration, and compliance with rules.
Vexatious Behaviour	Costly defence against vexatious behaviour; eg vexatious complaints to the external auditor	M	A contingency provision within the provisions element of the Council's accounts will ensure that such un-budgeted sums can be paid.	This will need annual review to assess the the risk versus the ability to fund payments.

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Cyber Security	Loss of control over computer access, operations or records	M	Key computer records are encrypted, held on the cloud, on the internet, on secure off-computer duplicates and also recorded on an off computer back up system. Back up copies and access codes are in place with the Chair of the Council to ensure off site access in the event of any catastrophic emergency.	This risk will need to be constantly assessed in the context of changing cyber risk norms.
Access to files and computer records in an emergency	Anything that disables the Clerk from accessing or communicating access information to Council records	M	As with cyber security, a system of depositing regular update duplicate files with the Chair must be rigorously adhered - with access passwords as needed - to ensure that they can be re-constituted.	Annual review and testing of system to ensure it works seamlessly.
Continuity of website & email management and updating	The system is currently run by an external specialist Local Government provider, VisionITC.	M	System needs to remain with independent specialist Local Government provider to ensure continuity, ease of management access and support for a legally demanded information framework.	The Council, within its annual review, needs to be assured that it is with the best provider, on their optimal service level for purpose and that the staff and Councillors have a well rehearsed understanding of access and management responsibilities.

The information given above was agreed on:

(Date)

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PUXTON PARISH COUNCIL – PARISH WORKS RISK ASSESSMENT

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Subject	Risk Identified	Risk High/Medium/Low	Managment/Control of Risk	Review/Assess/Revise
Highway Verges, signs, bollards, triangles, lay byes and bus stops	Risk of injury to both public and contractors if sensible precautions are not put in place.	M	Workers are expected to carry out work in a manner that proves safe for both the public and their employees. They must use appropriate protective equipment and the correct tools for the job in hand. Spot checks will ensure that work is completed to the Council's expectations and the work site left in a good condition. Roundup is the only chemical approved for use in open spaces.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Parish Council Assets Village Green Notice-board, Village Green Bench, Village Green Rubbish Bin, Wick Lane Bench, Grit Bins	Risk of injury (eg splinters, minor cuts), trip hazard,	L	Assets are checked regularly by contractor, Cllr Lead or Clerk and cleaned/repaired as needed.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Contractors Work as contracted throughout the Parish	Risk of injury to both public and contractors if sensible precautions are not put in place.	L	Where the Council employs contractors to carry out work the work, timetabling and cost will be agreed in advance. All contractors must have Public Liability Insurance to a value of at least £5million. They are expected to carry out work in a manner that proves safe for both the public and their employees. They must use appropriate protective equipment and the correct tools for the job in hand. Spot checks will ensure that work is completed to the Council's expectations and the work site left in a good condition. Roundup is the only chemical approved for use in open spaces.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
	Correct Insurance and Licences.	L	Public Liability Insurance Certificate, and relevant waste disposal licences must be in place: copies must be logged in the Council's records held by The Clerk.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Litterpicking by Volunteers	Injury from glass, other dangerous litter, or from collision with bikes or vehicles.	M	Wearing of high visibility outer wear. Plastic Gloves provided. Litter pickers and hoops provided to avoid bending or straining to reach litter. Sensible safety guidelines are given before a litter pick begins. Any children must be accompanied by either their parents or group leaders (eg, Brownies, Cubs etc, confirmed by an exchange of emails.)	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.

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PUXTON PARISH COUNCIL – SPEED INDICATOR DEVICE RISK ASSESSMENT
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Subject	Risk Identified	Risk High/Medium/Low	Management / Control of Risk	Review / Assess / Revise
Manual Handling of SID and Battery Pack	Lifting or otherwise handling the SID and battery pack	M	Battery packs are to be removed before lifting the SID. Users with back problems should assess whether they can safely lift the SID and battery	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Inclement Weather	Extremes of weather can cause wind-blown debris, slips and falls etc	L	Postpone the SID activity if there are high winds, rain, snow, etc.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Working at Height	Use of stepladders	M	Users shall follow the guidance in HSE leaflet Safe use of ladders and stepladders: A brief guide (hse.gov.uk) Stepladder certified to EN 131-2 "Professional" standard, and is designed to take a vertical static load of 150kg. Activities requiring the use of a stepladder is limited to 30 minutes' duration. User competence of how to operate a stepladder is to be demonstrated in accordance with HSE leaflet Working at height: A brief guide (hse.gov.uk)	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Slips Trips and Falls	Sprain injuries etc	L	Users to wear strong, sensible footwear with adequate grip – no open-toed footwear allowed.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Aggressive Behaviour	Harassment from drivers, pedestrians or other persons	M	Users to cease SID activities if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously. Any threats of violence (whether or not actual injury /damage occurred) should be reported to the Parish Council/Police	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Traffic or Pedestrian Movements	Operatives impact with pedestrians or vehicles	M	SID activities should only be undertaken at the NSC Highways approved locations in the parish. Users are to remain on the footways or verges at all times, and not step onto the carriageway. Users to wear appropriate PPE (high-visibility vests).	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Unnecessary Risk Taking	Unguarded movements such as stretching or stepping into the highway	L	SID activities should only be undertaken by users after they have received training from the manufacturer or the SID coordinator.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Electric Shock	Electric shock or skin contamination arising from the handling or charging of the SID batteries. Electric shock from contact with exposed wires in the vicinity of the SID location.		Other than routine cleaning and battery pack changes, all repairs and maintenance of the SIDs are to be undertaken by the manufacturer. The SIDs are battery powered. Users are to inspect before use and report any damage to the SID Coordinator. Ensure that there is no exposed wires or cables on the post on which the SID is being installed or in the immediately surrounding area. If found abort the activity and inform NSC via the SID Coordinator.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.

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