

# Avon Dassett Parish Council Risk Assessment

## Update Schedule

<b>Action</b>	<b>Date</b>
Adopted by Avon Dassett Parish Council	22 May 2017
Adopted by Avon Dassett Parish Council	24 May 2018
Adopted by Avon Dassett Parish Council	13 May 2019
Adopted by Avon Dassett Parish Council	6 July 2020
Adopted by Avon Dassett Parish Council	5 May 2021
Adopted by Avon Dassett Parish Council	9 May 2022
Adopted by Avon Dassett Parish Council	15 May 2023

Avon Dassett Parish Council  
Risk Assessment

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# Avon Dassett Parish Council

## Risk Assessment

### **Introduction**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify all potential risks inherent in the place or practices.

Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. The employer should also make sure that all employees and service consumers are made aware of the results of the risk assessment.

This document has been produced to enable the Avon Dassett Parish Council (“the Parish Council”) to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

This does not take into account any risk assessments that will be needed in the future if there is a repeat of the recent Covid 19 pandemic. These will be included if or when necessary.

# Avon Dassett Parish Council Risk Assessment

## 1. Organisational Risk

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Loss of Clerk/Officer	High	Avon Dassett Parish Council  Public	Maintain continuity via Warwickshire and West Midlands Association of Local Councils (“WALC”) for details of Locum Clerk service. Access all Parish Council records via emergency procedures.  Ensure that holiday / illness cover is available from Councillors. This cover should include access to email accounts and data stored on the Parish Council IT Equipment.	Chair
Loss of Responsible Financial Officer	High	Avon Dassett Parish Council  Public	WALC assistance to be sought for a locum Responsible Financial Officer.  Ensure that holiday / illness cover is available from Councillors. This cover should include access to email accounts and data stored on the Parish Council IT Equipment.	Clerk / Chair
Loss of Councillor	Low	Avon Dassett Parish Council  Public	Guide to casual vacancy filling document obtained from WALC. Guidance from Stratford on Avon District Council will also be sought	Clerk / Chair

## Avon Dassett Parish Council Risk Assessment

### 2. IT Risk

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Loss of IT Data	High	Avon Dassett Parish Council  Public	Data secured regularly on backup system and/or “Cloud” facility e.g., Dropbox. Help to be sought from emergency desk at the Warwickshire County Council. Support from Local IT company. Training for Clerk in appropriate backup processes and the use of a “Cloud” facility.	Clerk / Councillors
Loss of Avon Dassett Parish Council Communications Facility (Mail Chimp)	High	Avon Dassett Parish Council  Public	The Parish Council uses Mail Chimp as an IT solution to its requirement to be able to send targeted emails to residents at their specific request. The loss of this facility would mean that this requirement cannot be met. It is also on this solution that we hold the personal data required.  Regular backups of all information held on Mail Chimp are taken and stored on an external storage facility.	Clerk / Councillors
Loss of Avon Dassett Parish Council website	High	Avon Dassett Parish Council  Public	The Parish Council has its own website. This website is used to hold information about its activities, assets, and policies. It is also used to enable it to meet its Transparency Code Requirements. The website is fully documented in terms of content and copies of documents and files that are uploaded are retained on an external storage facility.	Clerk / Councillors

## Avon Dassett Parish Council Risk Assessment

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Loss of IT skills and capability	High	Avon Dassett Parish Council  Public	With more and more reliance being placed on our website for the publication of information and the use of Mail Chimp for communicating with subscribers, it is important that we retain and improve the IT skills where necessary and that we have at least 2 people who can administer these functions.	Clerk / Councillors

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### 3. Compliance Risk

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Failure to keep pace with the rapidly changing requirements	High	Avon Dassett Parish Council	<p>Regular scrutiny of the requirements received from the WALC to ensure that the Parish Council continues to meet its compliance obligations in an accurate and timely manner and that all policies are reviewed as and when necessary. Regular review of the Clerk's training requirements to ensure that he / she has the skills necessary. The Clerk will, where necessary, seek guidance / clarification from WALC.</p> <p>WALC has started to hold regular forums for Chairs and Clerks to exchange views, discuss issues and to receive information on the latest changes to regulations and guidance. The Chair and Clerks will wherever possible attend these sessions.</p>	Clerk / Chair
Non-compliance with Standing Orders	Medium	Avon Dassett Parish Council	Regular scrutiny of Standing Orders by Councillors. Model standing Orders available from WALC website. Scrutiny of Standing Orders by Internal Auditor during Internal Audit.	Clerk, Councillors, and the Internal Auditor

## Avon Dassett Parish Council Risk Assessment

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Failure to comply with Transparency Code Requirements	Medium	Avon Dassett Parish Council  Public	Regular reviews of the Transparency Code Requirements and the information that is uploaded to the Parish Council website. Information that is required to be uploaded should be easy to access and clearly identified	Clerk / Councillors
Failure to comply with Data Protection Requirements	Medium	Avon Dassett Parish Council  Public	Regular reviews of the Data Protection Requirements and internal policy. Ensure that any data held is held in a secured area with adequate password controls in place and ensuring that any information held has the specific authority of the data owner.  Appropriate training to be given to the Clerk and Councillors.  Appointment of a Data Protection Officer as required by law.	Clerk / Councillors
Failure to comply with Data Retention Requirements	Medium	Avon Dassett Parish Council  Public	Regular reviews of the Data Retention Requirements and internal policy.  All paper copies of documents to be adequately safeguarded and wherever possible the documents are to be passed to the Warwick Records Office for safe keeping.  Electronic copies of documents will be made wherever possible, and these will be subject to the  Loss of IT Data assessment above.	Clerk / Councillors



## Avon Dassett Parish Council Risk Assessment

### 4. Financial Risk

Risk	Level	Exposure	Policy	Action
Loss of Council Assets	High	Avon Dassett Parish Council  Public	Theft / loss of assets insured for replacement cost (incl. civic regalia). Internal auditor to review asset register and insurance. Clerk and Councillors to check assets on a regular basis.	Clerk, Councillors and the Internal Auditor
Theft/Fraud	High	Avon Dassett Parish Council  Public	<p>Regular scrutiny by Councillors of financial records.</p> <p>Proper recording in minutes of all approval for spending and powers under which spend is authorised.</p> <p>Letter of appointment for Internal Auditor to include areas of risk – VAT, PAYE, cheque signing, adequacy of invoicing, powers, and Council income.</p> <p>Regular review of payroll and pension processes and payments using HMRC authorised software for the calculation of any payroll payments.</p> <p>Review of effectiveness of internal Auditor's report. Committee / Parish Council approval for changes to payroll authority.</p> <p>The Parish Council does not hold any petty cash.</p>	Councillors and the Internal Auditor

## Avon Dasset Parish Council Risk Assessment

Risk	Level	Exposure	Policy	Action
Injury/loss to recipient of Council service	High	Council Staff	<p>Public liability insurance indemnity of £5 million Regular scrutiny of insurance by Councillors.</p> <p>Emergency policy to delegate authority to Clerk to commit finances without prior approval of Council in emergency.</p>	Councillors, Clerk
Loss of Income	Low	Council Staff	<p>Regular budget monitoring by Councillors to ascertain income. Cash Book reconciliation monitoring by Councillors. Annual monitoring of income stream levels (burial fees etc.).</p> <p>Authority for Clerk / Responsible Financial Officer to transfer between accounts.</p>	Councillors and the Internal Auditor

## Avon Dassett Parish Council Risk Assessment

### 5. Operational / Reputational Risk

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Injuries sustained whilst undertaking voluntary work on behalf of the Parish Council	Low	Avon Dassett Parish Council  Public	Any work undertaken on behalf of the Parish Council by volunteers will be properly supervised and checks will be undertaken to ensure that the Council is properly insured	Clerk, Councillors
Injuries sustained whilst undertaking community activities in conjunction with the Parish Council	Low	Avon Dassett Parish Council  Public	Any community related activities undertaken in conjunction with the Parish Council will be properly supervised and checks will be undertaken to ensure that the Council is properly insured	Clerk, Councillors
Injuries sustained whilst visiting the village cemetery	Low	Avon Dassett Parish Council  Public	The headstones in the cemetery could over time become unsafe and could pose a potential danger to anyone visiting the cemetery. The Parish Council will carry out regular inspections and will, if necessary, contact the respective agent to ensure that remedial actions are undertaken.	Clerk, Councillors
Injuries sustained whilst visiting the village playground	Low	Avon Dassett Parish Council  Public	The Parish Council will ensure that annual inspections are undertaken by an approved inspector.  In addition, regular inspections will be carried out by the Parish Council	Clerk, Councillors

# Avon Dassett Parish Council Risk Assessment

## 6. The Reading Room

### Operation of Wood Burner in Reading Room

Risk	Level	Exposure	Policy	Action
Injuries sustained whilst operating wood burner	Medium/High	Avon Dassett Parish Council Public	Full operating instructions and safety information are available with the unit  Fire Blanket installed  Fire Extinguishers are subject to regular servicing  Regular cleaning of chimney  CO2 Sensor in Reading Room, regularly checked  Clean stove annually  Temperature gauge on unit to advise users of temperature and inform on appropriate use of fuel	Clerk, Councillors

# Avon Dassett Parish Council

## Risk Assessment

### **Cleaning of Reading Room**

#### Protocols

In July 2020 the Reading Room underwent Legionella and drinking water tests with satisfactory outcomes.

- No person is to enter the building if they feel unwell, including cleaning contractors.
- Follow Government guidelines for social distancing, health, and safety, at all times and ventilate the room when possible.
- Run all taps for 2-5 minutes at a moderate flow rate, prior to use (see Legionella guidelines).
- Prioritise cleaning of highest contact surfaces:

Main Room: All door handles, light switches, P.O. hatch, table next to P.O. hatch.

Toilet: Flush handle, toilet lid, tissue

Kitchen: Taps, hot water dispenser, sink.

- Remove and dispose of cleaning materials, in line with Government advice.
- Descale all the taps every 3 months (January, April, July, October).
- Report the need for further supplies of cleaning items and hand sanitiser to the Clerk.
- If there is a contamination issue, the Clerk will notify the Cleaning Contractor.

Should a deep clean be required, the advice from Public Health England must be followed.

The Parish Council has obtained from Warwickshire County Council 2 air purifiers which will clean the air in the Reading Room. Visitors are encouraged to use them.