



Aston on Trent Parish Council Risk Register and Risk Assessment

Risk Register

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	Buildings insured. Value assessed annually by the Parish Council and reviewed via the Asset Register.
	Security of buildings, equipment etc	M	Parish Council equipment locked away. Buildings Insurance is the responsibility of the Aston War Memorial Hall Committee and the Recreation in Aston Committee.
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis with the responsible management committee. Recreation in Aston Parish Council Advisory group are part of the current extension and improvement project.
Finance	Banking	M	
	Risk of consequential loss of income	M	No insurance cover for this risk. Minimum losses due to part time employees.
	Loss of cash through theft or dishonesty	M	Receipts issued. All payments are authorised by the Parish Council and 2 signatories are required for all cheques. Online banking is



			mitigated by the Clerk producing a reconciliation for the Parish Council every month. Internal and external audit.
	Financial controls and records	M	Monthly reconciliation prepared by Clerk / RFO and checked by Aston on Trent Parish Council. Two signatories on cheques. Internal and external audit.
	Comply with HMRC Regulations	M	Use help line when necessary. VAT payments and claims calculated by Clerk. Internal and external auditor to provide double check. Tax and NI payments are calculated by external company and advised to the Clerk on a monthly basis.
	Sound budgeting to underlie annual precept	M	Council receive detailed budgets by December created by the Finance Advisory Group. Precept derived directly from this. Expenditure against budget reported to Parish Council every quarter.
	Complying with borrowing restrictions	M	Public Works Loan Board application approved and guidelines being followed.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Risk assessments of individual events such as Christmas lights and Tree Day carried out as necessary.
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and POD)	H	Insurance in place. Weekly checks of playgrounds and written records kept. Annual checks by SDDC of playground also carrying out risk assessments of playgrounds.



Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Derbyshire Association of Local Councils and Society of Local Council Clerks. Newsletters from organisations and Government Bodies are sent to the Clerk who forwards them onto the Councillors.
	Comply with Inland Revenue requirements	M	Regular advice from HMRC and the Tax Partnership. Internal and external auditor carry out annual checks.
Legal Liability	Ensuring activities are within legal powers	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets on the third Tuesday every month and always receives and approves Minutes of meetings held in interim. Minutes made available to press and public on the Village Notice Boards and via the web site.
	Proper document control	M	Land and buildings registered at Land Registry. Copies kept in the clerk's office.
Councillors propriety	Registers of Interests and gifts and hospitality in place	M	Register of interest completed. Gifts and hospitality register is present at each Council meeting. Agenda item annual.



Risk Assessment

Asset	Hazard	Who might be at risk	Risk Rating	Action required to reduce risk
Village Signs and flower boxes	Falling	Public	L	Councillors to report any known damage to the Clerk. Clerk to take necessary action to make safe. Inspections to be carried out every 6 months.
Notice Boards	Injury from damaged notice board	Public	L	Councillors to report any known damage to the Clerk. Clerk to take necessary action to make noticeboards safe. Inspections to be carried out every 6 months.
VAS System (vehicle activated sign and speed indicating device)	Installation and removal to difference locations / changing the batteries	Persons carrying out the installation / removal	M	Only trained personnel are allowed to perform this duty working to the manufacturer's instructions. Step ladders 1.5 meters high also purchased to aid the work and must be used.
	Working at height	Public if attempting to sabotage the VAS system	M	Operative to wear PPC i.e. HI Vis Jacket and Safety Shoes.
	Manual Handling	Persons carrying out the installation / removal	M	Follow the Parish Councils Manual Handling guidelines within the Health and Safety Policy.
	Damage to the Lamp Posts	Public	M	Only use the stress tested lamp posts to site the VAS System (tested annually by an independent contractor)



	VAS not working correctly may lead to incorrect speeds by vehicles	Public	M	VAS system to be returned to Radarlux annually for safety check and calibration
Meetings	Failing to escape in the case of a fire	Public, Councillors and Clerk	L	Fire exits checked at the beginning of each meeting and public informed of action in the event of a fire at the beginning of each meeting by the Chair.
	Trip hazards for access around doors, entrances and toilets	Public, Councillors and Clerk	L	Meeting room, toilets and access checked prior to the meeting by the Chair.
Trees	Falling trees / branches	Public	M	Tree inspection carried out every year. Dead trees / branches removed as identified.
Dog Bins	Injury from damaged Dog Bins	Public	M	Councillors to report any known damage to the Clerk. Clerk to take necessary action to make Dog Bins safe. Inspections to be carried out every 6 months.
	Handling of contaminated waste	Public	M	Use SDDC employees to empty Dog Bins
	Handling of contaminated waste	Public – Young Children	M	Ensure that all Dog Bins have lids. Councillors to report any known damage to the Clerk. Clerk to take necessary action to make Dog Bins safe. Inspections to be carried out every 6 months.
Litter Bins	Injury from damaged litter bin	Public	M	Councillors to report any known damage to the Clerk. Clerk to take necessary action to make Litter Bins



				safe. Inspections to be carried out every 6 months.
	Handling of contaminated waste	Public including young children	M	Use SDDC to empty all litter bins.
Public Footpaths	Injury from tripping or falling	Public	M	Regular maintenance of undergrowth and grass on path to increase visibility of hazards on the ground. Bi annual inspection of Public Footpaths.
General Pedestrian Footpaths	Ice and Snow	Public	M	Efficient removal of dead leaves, debris, mud etc from surfaced footpaths. Use of Road Sweeper as required.
	Inconsiderate parking of vehicles	Public	M	Communicate with DCC to address this issue ongoing.
Christmas Tree	Injury whilst putting up the Christmas Tree	Public	H	Aston Parish Council to risk assess prior to carrying out the Christmas Tree erection.
	Injury whilst putting the lights on the Christmas Tree	Public	H	Aston Parish Council to risk assess prior to putting on the Christmas Tree Lights.
	Injury from limited visibility due to siting of the Christmas Tree	Public	H	Aston Parish Council to risk assess prior to carrying out the Christmas Tree erection.
	Christmas Tree Removal	Public	H	Aston Parish Council to risk assess prior to carrying out the Christmas Tree removal.
Playground including the mini football goals and the POD	Injury from falling or tripping, general injuries from using the equipment	Public	H	Equipment complied with regulations at the time of installation, equipment is inspected annually by SDDC. Equipment is also visually inspected



				monthly by the Parish Council for damage and any defaults dealt with immediately.
Benches	Injury from damaged benches	Public	M	Councillors to report any known damage to the Clerk. Clerk to take necessary action to make Benches safe. Inspections to be carried out every 6 months.
Defibrillator	Damaged / not working	Public	H	Councillors to report any known damage to the Clerk. Clerk to take necessary action to fix the Defibrillator. Inspections to be carried out every month and recorded in the log book. Associated equipment with end dates are to be purchased prior to end dates by the inspecting Councillor informing the Clerk.
Pump House	Injury	Public	M	Councillors to report any known damage to the Clerk. Clerk to take necessary action to make the Pump House safe. Inspections to be carried out every 6 months.
The Green	Injury	Public	M	Councillors to report any known damage to the Clerk. Clerk to take necessary action to make the Green safe. Inspections to be carried out every 6 months.



Derby Road Cemetery (including Gates, Plinths, Fences, Memorials)	Injury	Public	M	Councillors to report any known damage to the Clerk. Clerk to take necessary action to make the Cemetery safe. Inspections to be carried out every 6 months.
Employee's	Lone working Clerk, Gardener and Lengthsman	Employees	L	When meeting contractors and members of the public, employee to make arrangements to be accompanied and should never meet a contractor / member of the public alone.
Employee	Working from home	Clerk	L	Clerk to notify the Parish Council of any issues within the working environment requiring action, to comply with employment regulations.

Key to Levels:

H = High Risk

M = Medium Risk

L = Low Risk

Management of the Aston on Trent Parish Council's Health and Safety Policy

Aston on Trent Parish Council is responsible for the adoption and maintenance of this Policy.

Review of the Health and Safety Policy

An annual review of this Policy will be completed in April each year

Adoption

This policy was adopted by Aston on Trent Parish Council on: 22 June 2017