

HORSMONDEN PARISH COUNCIL**General Risk Assessment 2020 - 2021 Adopted by the Parish Council on 6th July 2020**

AREA	RISK	Likelihood	Severity	Priority	CONTROL/IMPROVEMENTS/COMENTS
ASSETS	Protection of physical assets	1	2	2	Buildings insured. Value increased annually by RPI
	Protection of legal ownership of assets	1	2	2	Village Hall, Institute, Sports Ground and Public Toilet freeholds registered with HM Land Registry and copies held in fireproof safe in office cupboard. Leases in place for Sports Ground, Village Hall and Institute building. Play area lease in place, but as it does not meet Land Registry requirements , Landlord needs to reissue. Land registry agreed to Qualified title of ownership of Village Green, but not freehold. Any challenge of ownership is unlikely to be success given the evidence provided to Land Registry .
	Security of buildings, equipment etc	1	2	2	Fire alarms on buildings serviced regularly and tested weekly in Village Hall and Institute Building. Buildings locked when not in use. Key holders monitored.
	Maintenance of assets etc	1	2	2	Exterior of Village Hall and Institute Building currently maintained on an ad hoc basis. Interior maintenance of Village Hall carried out by Village Hall Committee and inside maintenance of Institute Building carried out by Horsmonden Social Club . PAT testing carried out annually for both buildings. Electrical testing carried out every 5 years . Fire Extinguishers and emergency lighting serviced annually. Public toilets checked regularly by clerk /assistant clerk. Clock serviced annually and any problems reported by Caretaker. Village Green Shelter relatively new and in good repair. Council has shelter regularly cleaned and provides litter and cigarette bins which are regularly emptied. Council listens to feedback from parishioners about use of shelter. Village green maintenance carried out by Dukes and Bourne Amenity . Sports ground maintenance carried out by Horsmonden Sports Club.

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	Play area maintenance/liability for injury	1	2	2	RoSPA check carried out annually. Quarterly written inspections carried out by Capel Groundcare and daily visual inspections by contracted caretaker. Repairs carried out as necessary.
	Village Green & Fromandez drive Green area - protection /liability	1	2	2	Current Bye Laws were passed by DEFRA in 2005 which give legal protection of the Green against misuse. Insurance policy covers public liability . Tree surveys and inspections carried out annually.
FINANCE/BANKING/AUDIT	Financial risks & loss.	0	0	0	These are dealt with by the Council's Internal Financial Control system and risk assessed separately. The Council budgets for any foreseen expenditure in the Precept and has provision for any unforeseen expenditure within its Reserves Policy
HEALTH AND SAFETY	Risk of injury in Parish Owned Buildings	1	3	3	A separate Health and Safety Risk Assessment has been carried out on each Parish owned building and will be regularly reviewed. This includes cleaning and maintenance regimes for parish owned buildings.COSHH data sheets kept where necessary
	Risk to Staff	1	3	3	Employees have carried out work station assessments to ensure correct seating and working arrangements. Doors kept locked when staff working alone. Council has a Lone Workers policy.
	Risk to visitors to the Parish Office	1	3	3	Office has been risk assessed as part of the Village Hall Risk assessment and all necessary measures put in place. Village Hall committee are responsible for maintaining the exterior surrounds of the building , but Clerk and Assistant Clerk notify Village Hall committee if path or external areas need any attention.
	Risk to volunteers	1	3	3	All volunteers only carry out work after a full risk assessment of the job has taken place (e.g. Litter picking, Speedwatch) . Volunteers are covered for injury and liability under the Parish Council's insurance policy whilst operating under the Council's instruction. Personal accident cover is limited to those under 80 years old. All Speedwatch volunteers have to undergo the Speedwatch training led by Kent Police and are insured appropriately. Equipment is serviced regularly . Emergency Planning volunteers are covered when acting within the guidelines provided.

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LIABILITY	Risk to third party property or individuals as a consequence of asset ownership (Village Hall, Institute Building , Public toilets, Play area, Village Green , Fromandez Drive green space).	1	2	2	Regular checks and risk assessments of all council owned property and any remedial measures undertaken promptly. Insurance cover in place to cover public liability and Councillors liability, as well as staff . Professional contractors employed to carry out all works and PL insurance certification seen prior to works commencing.
	Employers Liability	1	2	2	The Council complies with current Employment law and is a member of KALC and SLCC.The Clerk's contracts of employment are based on the KALC model, signed and completed. Job descriptions are regularly reviewed and staff appraisals take place annually. It complies with HMRC requirements and uses the HMRC PAYE system for taxation of earnings and NI contributions . The Council has made available pension provision for all eligible employees since 01/04/2017 as required by law. The Council has a lone worker policy to protect employees as well as a visual entry system for the parish office. All systems are checked by the internal and external auditors.
LEGAL PROCEDURES AND LIABILITIES	Ensuring the Council acts within its legal powers	1	2	2	Clerk clarifies legal position on new proposals, Advice can be sought form KALC, SLCC and solicitor/legal profession/other professionals as required.
	Legal documentation and control	1	2	2	The Council meets regularly with all decisions made following the correct procedure, at public meetings. Minutes are made available to the public and press on the Parish Council website and via the parish office. Legal documents are kept in a fire proof safe and with solicitors. Other documentation is kept in accordance with the General Data Protection Regulations, Data Protection Act and the Council's own policy for retention of documents . Standing orders and Council Code of conduct are based on KALC models and kept under review.
	Councillor Propriety	1	2	2	Register of Interest forms are completed promptly upon election or co-option and sent to TWBC . They are reviewed regularly by Councillors.
STAFF ISSUES	Staff vacancies	1	1	1	Vacancies will be advertised promptly and filled as soon as appropriate personnel can be identified and secured by the Council.

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	Cover for potential long term sickness of clerk	1	1	1	Appropriate amounts are held in reserve to cover sick pay whilst cover staff are also employed.
	Staff issues	1	1	1	Personnel Committee are in place to deal with any staff issues and problems.
INFORMATION/DATA/ RECORDS	Loss of important documents /computerised Data	1	3	3	Important legal documents kept in fireproof safe , or digitally on computer. Manual back up performed by clerk for Outlook documents and stored separate to computer. Cloud storage and back up constantly. Council provides a computer service contract to ensure everything working correctly.
	Non-Compliance with Data Protection Act and GDPR	1	3	3	The Council abides by and responds to current legislation. Clerk, Assistant Clerk and Councillors laptops are protected and no home email addresses used. The council is sorting all paper records to ensure compliance and follows advice of DPO.
TRAVELLER INCURSION	Risk of traveller incursion on Parish Owned Land	1	2	2	Village Green access limited to those with key and prior arrangement with Parish Clerk for events. Posts around Village Green and Fromandez Drive prevent unauthorised entry . Council contributes to TWBC fund which accesses support from the TWBC Community Safety Unit in the event of an incursion. Notice given by CSU when any possible incursions are likely and Clerk warns Sports ground to keep gates locked and checks VG for security .

Key

Likelihood

	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Severity

Likelihood Severity

1 Unlikely	1 Minor
2 Possible	2 Medium
3 Probable	3 Major

Priority - action required

Medium priority

Low priority - no action required