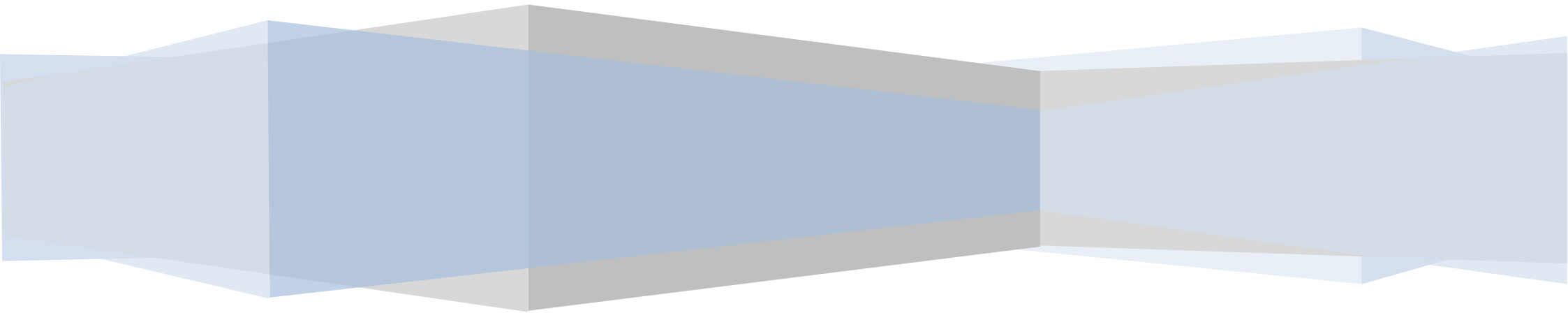


ASPATRIA TOWN COUNCIL



Aspatria Town Council

Risk Management Policy Statement 2021- 2022

Aspatria Town Council believes that managing current and future risk, both opportunity and threat, is increasingly vital to the business of local government. It is therefore the policy of the Council to adopt a proactive approach to the management of risks that impact on our strategies, operations and achievement of our objectives.

The Town Council recognises that we live in an uncertain world, where people, environment and communities of Aspatria maybe at risk.

Risk management is a statutory requirement and a framework by which the Council can view, manage and respond to risk in a robust, systematic and documented way.

The objectives of Aspatria Town Council's Risk Management strategy are (but not limited to):

- Integrate risk management into the culture of the council
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent injury, damage and losses and reduce the cost of risk
- raise awareness of the need for risk management by all those involved with delivery of Aspatria Town Council service

RISK ASSESSMENT

PART ONE Audit Risk

- a) Areas where there may be scope to use insurance to help manage risk
 - i. Risk Identification
 - ii. Internal Controls
 - iii. Internal Audit Assurance
- b) Dealing with outside bodies incurring risk
 - i. Risk Identification
 - ii. Internal Controls
 - iii. Internal Audit Assurance
- c) Self Managed Risk
 - i. Risk Identification
 - ii. Internal Controls
 - iii. Internal Audit Assurance

PART TWO Operating Risk

- a) Risks affecting the Council's ability to deliver services

PART THREE Identifying risk to the council under current legislation

PART ONE – AUDIT RISK

A) AREAS WHERE THERE MAY BE SCOPE TO USE INSURANCE TO HELP MANAGE RISK

i) Risk Identification

Insurance cover for risk is the most common approach to certain types of inherent risks. Aspatria Town Council currently insures through BHIB Insurance. Renewal date 1st June.

- *The protection of physical assets owned by the council*
The council assets are listed in the asset register. The buildings (Sports pavilion with workshop, sectional garage and putting shed), bus shelters (Impact only), 2 height barriers IEP, SID whilst in town, laptop + photocopier, mayors crest deputy mayors crest and some small parks machinery are insured on the council's policy. All other items are not insured including all playground equipment which has an annual inspection policy in place. All uninsured items are to be repaired from the revenue budget
- *The risk of damage to third party property of individuals as consequence of the Council providing services or amenities to the public (Public liability)*
The Council has cover of £5,000,000 in place
- *The risk of injury to employees while carrying out council duties*
This risk is insured by £10,000,000 of Employer's Liability cover
- *Loss of cash through theft or dishonesty*
The Council is covered up to £44,000 by Fidelity Guarantee cover
- *Loss of or damage to money belonging to the council*
The level of cover for different aspects of the insurance cover is set out in the latest insurance document
- *Legal expenses in settling claims*
Legal expenses insurance is £29.05 in the current year
- *Commercial Van Insurance*
Insurance in place with AXA

ii) Internal controls

Aspatria Town Council's controls include:

- *An up to date register of assets and investments*
- *Regular inspection and maintenance of physical assets*
- *Annual review of risk and adequacy of cover*
- *Ensuring the robustness of insurance providers*

iii) Internal Audit assurance

- *Review of internal controls and their documentation*
- *Review management arrangements regarding insurance cover*
- *Test specific internal controls and report findings*

B) DEALINGS WITH OUTSIDE BODIES INCURRING RISK

i) Risk identification

1) Services carried out by/for the council

- Grass cutting and grounds maintenance on behalf of Allerdale Borough Council
The Council have a full time 'Town Caretaker' who carries out the work and is covered by his contract of employment and employers liability insurance. Risk assessment is carried out by the employee before undertaking any task and any training required is logged (Pesticide training up to date, First Aid at work, Manual lifting).
- Grass cutting by external contractor
The Council appoints a contractor who is covered by their own risk assessment policies to cut the larger areas of the memorial park
- Grass cutting and maintenance of Bowling green

The Bowling Club have agreed to voluntary cut and maintain the bowling green in the Memorial park but the Town Council will pay costs for materials if council agreement is given first. No costs will be paid if agreement is not agreed first. The bowling club have agreed to only use personnel with the correct certification for any operations.

- Electrical testing and safety checks of Christmas decorations
The Council appoints a contractor who is covered by their own risk assessment

2) Banking arrangements

- *The Council banks with the Cumberland Building Society*

3) Ad hoc provision of amenities/facilities for local groups

- *Provision of Senior Citizens Summer Trip and Christmas Treat*
- *Christmas lights switch on*
- *CCTV for use by local police unit to help prevent crime*

ii) Internal Controls

Aspatria Town Council controls include:

- *Standing orders and Financial regulations dealing with the award of contracts for services or the purchasing of capital equipment*
- *Regular review of contracts*
- *Clear statements of responsibility for each service*
- *Regular bank reconciliation, independently reviewed*

iii) Internal audit assurance

- *Review of internal controls in place and their documentation*
- *Review of minutes to ensure legal powers are available*
- *Review and testing of arrangements to prevent and detect fraud and corruption*
- *Review of adequacy of insurance cover provided by suppliers*
- *Testing of specific internal controls*

C) SELF MANAGED RISK

i) Risk identification

Risk identification

- *Keeping proper financial records in accordance with statutory requirements*
- *Ensuring all business activities are within legal powers applicable to local Councils*
- *Complying with restrictions to borrowing*
- *Ensuring that all requirements are made under employment law and Inland Revenue regulations*
- *Ensuring all requirements are met under Customs and Excise regulations (especially VAT)*
- *Ensuring the adequacy of the annual precept within the sound budgeting arrangements*
- *Monitoring the performance against agreed standards of partnership agreements*
- *Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137*
- *Proper, timely and accurate reporting of Council business in the minutes*
- *Responding to electors wishing to exercise their rights of inspection*
- *Meet the laid down timetables when responding to consultation invitation*
- *Proper document control*
- *Register of Councillors interest and gifts and hospitality in place, complete, accurate and up to date*

(ii) Internal Controls

Aspatria Town Council's controls include:

- *Regular scrutiny of financial records and proper arrangements for the approval of expenditure*
- *Annual confirmation from the Inland Revenue to confirm PAYE arrangements for all employees.*
- *Contracts of employment for all staff, annually reviewed by the Council, systems of updating records for any changes in relevant legislation*
- *Regular returns of VAT: training the responsible officer in matters of VAT and other taxation issues as necessary*
- *Regular budgeting monitoring statements*
- *Developing systems of performance measurement*
- *Procedures for dealing with and monitoring grants and loans made or received*
- *Minutes properly numbered and paginated with a master copy kept in safekeeping*
- *Documented procedures to deal with enquiries from the public*
- *Documented procedures to deal with consultation requests –*

- *Documented procedures for document receipt, circulation, response handling and filing*
- *Procedures in place for monitoring Councillors interests and gifts and hospitality received.*
- *Adoption of codes of conduct for Councillors*

(iii) Internal audit assurance

- *Review of internal controls in place and their documentation*
- *Review of minutes to ensure legal powers in place, recorded and correctly applied*
- *Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions where appropriate*
- *Review and testing arrangements to prevent and detect fraud and corruption*
- *Testing of disclosures*
- *Testing of specific internal controls and reporting findings to management.*

OPERATING RISK

Areas of risk affecting Aspatria Town Council and its ability to deliver its services

The following table lists specific risks identified by the Clerk.

RISK	EFFECT	MANAGEMENT OF RISK	LIKELYHOOD	IMPACT
That there are no Councillors	The Council cannot carry out its functions	The power to act to ensure a quorate council rests with the District Authority.	Low	High
That any full Council or Council committee meeting is inquorate	A council meeting cannot take place	Standing Orders specify the number of Councillors for a quorum and the Clerk will make arrangements for a new meeting of the Council.	Low	Low
The Clerk is unable to carry out her duties in the short term.	That the proper officer of the Council is unable to carry out Council business	In the absence of the Clerk the Council may delegate powers to a member/s of the Council.	Low	Low
The Clerk is unable to carry out her duties due to long term illness.	That the Proper Officer of the Council is not able to carry out Council business	<ul style="list-style-type: none"> • The Council adheres to the current legislation laid down in N.J.C for Local Government. Services Pay and Conditions. • The Council would make arrangements for either a temporary or permanent replacement as appropriate. 	Low	High
Claims against the Council	Financial risk	The Council has all the appropriate insurances. These are reviewed on a regular basis. The Council is aware of its liability under Libel and Slander law. A reminder of which is included in their Standing Orders.	Low	High
Loss of Parish Council records		Procedures are in place to <ul style="list-style-type: none"> • Back up computer records regularly • To keep one set of computer records in a fire proof box. • Archive historic records at the County Archive. 	Medium	Medium

ASPATRIA TOWN COUNCIL – RISK ASSESSMENT (Review June 2022)

RISK	EFFECT	MANAGEMENT OF RISK	LIKELYHOOD	IMPACT
That a contractor fails to deliver services	The Council fails to carry out a function or meet its contractual obligations	All contractors are paid in arrears and so there is no financial loss. In the event of a contractor failing to fulfil his contract the Council would seek an alternative, by public tender if required under standing orders.	Low	Low
The Council fails to act in a lawful manner		The Council employs a Clerk and provides training as required for both Clerk and members. It purchases up to date publications as a matter of course. The Council has a clear set of Standing Orders, which are regularly reviewed and amended to take into account current legislation.	Low	Medium

PART 3

Resolutions identifying risk to the Council under current legislation

Aspatria Town Council is aware of the importance of complying with all relevant legislation that affects its conduct and the provision of services. It takes all reasonable steps to ensure compliance with all such legislation at all times.

REF. NO	PROCEDURE DESCRIPTION	WHO	WHEN/ FREQUENCY	AUTHORISED	WHEN/ FREQUENCY	NALC GUIDE REF. NO
1	INCOME					
1.1	Income received either by cash, cheque or direct credit to the Bank Account should be checked to ensure that the amount is correct and any queries reconciled.	RFO	As soon as income is received			p. 40 Para 3.15 & 3.16
1.2	Income received should be entered in the cash book under the appropriate headings	RFO	As soon as income is received			Ditto
1.3	Any payment advice should be retained and kept in a suitable file	RFO	As soon as income is received			Ditto
1.4	Income received by cash or cheque should be paid into the Council's bank account	RFO	A.S.A.P. after Receipt			Ditto
1.5	The timeliness of any receipt but in particular the receipt of the precept should be checked and if any cause for concern should be raised with the Chairman or Vice Chairman of the Parish Council	RFO	A.S.A.P. after Receipt			p. 41 Para's 3.20-3.22 inc.

REF. NO	PROCEDURE DESCRIPTION	WHO	WHEN/ FREQUENCY	AUTHORISED	WHEN/ FREQUENCY	NALC GUIDE REF. NO
2	EXPENDITURE					
2.1	All expenditure should be in accordance with Standing Orders and Financial Regulations and should be properly authorised by the Council at a meeting or by delegated authority. Before authorising expenditure the Council should satisfy itself that there is sufficient in the Council's budget to cover the expenditure.	Aspatria Town Council	As required	Internal Auditor	Yearly	p. 49 Paras 3.9 – 3.16 inc.
2.2	Upon receipt of an invoice, a check should be carried out to ensure that the relevant goods or services have been received and are satisfactory. The invoice should be checked to ensure that it is for the correct amount (as authorised by the Council) and any differences explained and justified.	RFO/Parish Clerk	As required			p. 49 Paras 3.9 – 3.16 inc.
2.3	When 2.2. is complete the invoice should be presented to the Council for authorisation. The invoice should be clearly marked as authorised.	RFO/Parish Clerk				p. 49 Paras 3.9 – 3.16 inc
2.4	Cheques to pay authorised invoices should be signed by two authorised signatories. Signatories should, at the time of signing the cheque, initial the cheque book stub.	RFO /members	As required	Internal Auditor	Yearly	p. 49 Paras 3.9 – 3.16 inc.
2.5	Payment of invoices should be timely and not unduly delayed	RFO	Members	At time of signing cheque		Ditto

ASPATRIA TOWN COUNCIL – RISK ASSESSMENT (Review June 2022)

2.6	Details of payments made should be recorded in the cash book under the appropriate headings ensuring that VAT is accurately analysed and recorded.	RFO	At the time of payment	Member	Half yearly	Ditto
2.7	A separate account of expenditure made under Section 137 Local Government Act 1972 should be kept and the Council should ensure that the limit on such expenditure is not breached.	RFO /Members	At the time of payment	Internal Auditor	Yearly	Page 24
2.8	All petty cash expenditure should be properly recorded and reported to the next Parish Council meeting with receipts for approval. The total spent can then be reimbursed.	RFO	Monthly	Member(s)	Monthly	Page 26 Para. 6
2.9	Periodically the petty cash records should be checked to ensure the amounts reimbursed are correct and that receipts have been retained.	Member(s)	Half yearly	Internal Auditor	Yearly	Page 41 Para 3.19
2.10	All invoices which have been paid should be retained in a suitable file.	RFO	At the time of payment	Internal Auditor	Yearly	
2.11	VAT should be analysed and separately recorded in the cash book and VAT reclaims made promptly.	RFO	Members	Half Yearly		Page 49 Para 3.39

3	CASHBOOK					
3.1	The cashbook should be run from April 1 st to March 31 st of each year with each page as it is completed, balanced off, and balanced off at the year end.	RFO	Ongoing	Members	Half yearly	Para 3.5 and 3.51
3.2	Entries in the cashbook should be made promptly at the time of receipt or payment, with all details included under the relevant headings.	RFO	As required	Members	Half yearly	Paras 3.34 – 3.43 incl

4	BANK ACCOUNTS					
4.1	All bank accounts in the name of Aspatria Town Council shall be authorised by the Council and all signatories shall be authorised by the Council.	Council Members	As required	Internal Auditor	Yearly	
4.2	All cheque books, paying in books and bank statements (including used books) should be kept in a secure place in the custody of the Parish Clerk or another person authorised by the Council.	RFO		Member	Half yearly	
4.3	All bank statements received should be reconciled with the cashbook and any differences investigated and resolved.	RFO	On receipt of bank statement	Member	Half yearly	Para's. 3.44 – 3.49 incl.
4.4	Used cheque books, paying in books and bank statements shall be retained for 3 years.	RFO	Ongoing	Member	Yearly	

5	ASSET REGISTER					
5.1	All the Council's Assets should be recorded, as soon as they are acquired, in the Asset Register	Parish Clerk/	As required	Member	Yearly	Page 27 Para 8
5.2	The entries in the Asset Register should be reviewed regularly and updated as appropriate	Parish Clerk /Members	Yearly	Member	Yearly	Ditto

6	PAYROLL					
6.1	The remuneration of all employees should be approved in advance by the Council	Council	As required	Internal Auditor	Yearly	Para 3.23
6.2	The Council should operate a PAYE system for income tax and a national insurance unless agreement to the contrary has been received from the Inland Revenue in writing	RFO / Council	Yearly	Internal Auditor	Yearly	Para 3.24
6.3	The accuracy of remuneration paid to employees should be checked.	Member(s)	Monthly	Internal Auditor	Yearly	

7	INSURANCE					
7.1	The Council, after taking advice if required, shall decide which risk/assets to insure and the extent of cover save that it will in any event insure those risks that it is required by law to cover	Council	Yearly	Internal Auditor	Yearly	Paras 3.26 and 3.27
7.2	The Council will review its insurance arrangements and the adequacy of cover and if appropriate obtain competitive quotations.	Parish Clerk	Yearly or as necessary	Internal Auditor	Yearly	Para 3.28

8	RISK MANAGEMENT					
8.1	The Council should prepare a Risk Assessment and review it regularly	Council	Yearly	Internal Auditor	Yearly	Paras 2.42 – 2.50 incl. plus tables

9	THE COUNCIL'S BUDGET					
9.1	The Council should set a budget for each financial year which should be approved at a Council meeting.	Council	Yearly	Internal Auditor	Yearly	Paras 3.29 – 3.33 incl.
9.2	As a result of setting the Budget the Council should agree the Precept for the Financial Year.	Council	Yearly	Internal Auditor	Yearly	Ditto
9.3	The Council should monitor progress against budget during the Financial Year and where necessary, amend spending plans or the Budget	Council	Quarterly	Internal Auditor	Yearly	Ditto

10	YEAR END PROCEDURES					
10.1	Ensure that all appropriate income/expenditure has been received/paid in time for the financial year end.	RFO	March of financial year	Member	March of financial year	Para 3.81
10.2	Balance the cash book, reconcile to the bank statement as at March 31 st and close off the cashbook for the Financial Year	RFO	As soon as is practicable after Financial Year End	Internal Auditor	As soon as is practicable after Financial Year End	Ditto
10.4	Draw up accounts for the year	RFO	As soon as is practicable after Financial Year End	Internal Auditor	As soon as is practicable after Financial Year End	Ditto
10.5	Complete Annual Return and draft Statement of Assurance (section 2 of Annual Return)	RFO	On receipt of Audit Return	Chairman	Before June 1st following the financial year end	Ditto
10.6	Obtain the Annual Report of the Internal Auditor (Section 4 of Annual Return)	RFO	As soon as is practicable	Chairman	Before June 1st following the financial year end	Ditto
10.7	Submit the Annual Return as drafted to the Council for approval	RFO	As soon as is practicable and before September 30 th following the financial year end	Council	As soon as is practicable and before June 1st following the financial year end	Ditto
10.8	Display a notice of Public Rights under Audit and confirm to the Auditor that this has been done	Parish Clerk	Upon completion of the year end process	Council	As soon as is practicable and before June 1st following the financial year end	Ditto
10.9	Display the Statement of Accounts (Sections 1-3 of the Annual Return)	Parish Clerk	On receipt of the returned Annual Return	Council	On receipt of the returned Annual Return	Ditto

ASPATRIA TOWN COUNCIL – RISK ASSESSMENT (Review June 2022)

	What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Financial							
Precept	Not claimed or not paid. Not adequate	Council	Diary item Nov/April	Review budget at meeting	RFO and chairman	Monthly. annual budget setting	November Claimed December
Cash	Loss or theft of petty cash book. Banking	Council Council	RFO manage RFO bank reconc'n	Fidelity insurance is adequate	Council verify Council check R&P	monthly	Ongoing
Online banking	Unauthorised access	council	Password protected	Computer updates	RFO		Ongoing
Investment income	Lowering of the bank rate	council	RFO check statements	Take financial advice from RFO	RFO-and chairman	As required	Ongoing
Allotments Rents	not received	Council	RFO invoice	Diarise to review at meeting	clerk	March each year	Due 1 st March
Rec Ground	Changing room fees not received	council	RFO invoice	Diarise to review	clerk		Letter of termination of using facility
Donations	Not sufficient funds to cover commitment.	Council	Confirm the power and finances to pay	Minute agreements	Clerk and council	RFO check application , council to verify	Ongoing
Grants	Not received	Victoria Park	RFO claim / check	Diarise to confirm Reception	Clerk and chairman		Playbuilder funding

ASPATRIA TOWN COUNCIL – RISK ASSESSMENT (Review June 2022)

Salaries	Incorrect rate/amount/hours. False employee. Incorrect PAYE/NICs	Staff Staff Staff	RFO check Council Check RFO check	Council check contracts Council check R&P Council check annually	RFO chairman Council	As required	Ongoing Review April
VAT	Incorrect charge on purchases	council	RFO to check	Council to check R&P	RFO Chairman Council		Ongoing
Assets	Loss or damage insurance	parishioners	Annual review Update insurance	Diarise in March Diarise in March	Clerk council		
Staff	Loss of key personnel Dishonesty	Council	Review Hours, health, stress. Fraud by staff	Review annually Fidelity guarantee	Clerk Chairman council	Yearly	Fidelity Guar review
Loss	Damage or loss by 3 rd party	Staff parishioners	Adequate insurance cover	Review cover yearly	Clerk Chair council		Review
Powers	Ignorance of legal powers	Staff parishioners	Ongoing Education	Circulate all relevant docs			Ongoing
Best value	Overspend on services	Parishioners and council	Ensure correct tendering	Council to confirm tendering	Clerk RFO Chairman council	As required	Ongoing items not budgeted for
Records	Inadequate or not contemporaneous	Council	Monthly & annual R&P Check bank statement with R&P Minutes	Diarise 2 councillors appointed to review. Reviewed at next meeting	All councillors have Minutes	Finances before meeting, Minutes after meeting	
Declaration	Conflict of interest	council	Update declarations	Review of code of conducts			Declared during meeting
Security	Loss of keys Computer access	Staff Members of	RFO to keep record	Maintain central register regularly.	RFO	Ongoing	Reviewed and continuing

ASPATRIA TOWN COUNCIL – RISK ASSESSMENT (Review June 2022)

		the public	of keys. RFO to keep back up from computer	Keep secret but confirm procedure with council			ongoing
Records	Loss of paper records	Confidential Information in public view	Records kept in Clerks home	Keep backup files. Chairman and council confirm storage security	RFO	Ongoing	Reviewed, ongoing
Website	Is the information held correct?	Council members staff	Monitoring by members of the council.	Responded to information given by members of the public	Chairman Clerk RFO Council		Ongoing by webmaster

Data collection							
Freedom of information	Incorrect information collected, do not keep unauthorised data	Public and staff	Staff aware of requests	Advised on legal requirements		Ongoing	Notified ICO (Annual fee)
Information Loss	Loss	Members of the public			Clerk and chairman	Ongoing	Updated as required
CCTV	Data protection security	Members of the public	Limited access to data storage	Update storage and improve security	Clerk Chairman Councillors		Ongoing Notified ICO (Annual fee)

Risk Assessment

Revised July 2021

Clare McCormick

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Working with substances hazardous to health (COSHH) Similar product to Environmentally friendly Glysohate	R41-risk of serious damage to eyes R51/53 Toxic to aquatic organisms	Caretaker Members of the public Aquatic organisms	COSHH data sheet available PPE available and used Caretaker aware of danger of contamination into water supplies	M	COSHH RA supplied	L
Working with substances hazardous to health (COSHH) Bleach-cleaning changing rooms etc	R31 Contact with acids liberates toxic gas. R36/38 Irritating to eyes and skin. Safety Phrases S2 Keep out of the reach of children. S24/25 Avoid contact with skin and eyes. S37 Wear suitable gloves. S26 In case of contact with eyes,	Caretaker	COSHH data sheet available PPE available and used Substance is never mixed with any other product Bleach is always used in well ventilated areas Bleach is always locked away	M	COSHH RA supplied	L

	rinse immediately with plenty of water and seek medical advice. S46 If swallowed, seek medical advice immediately and show this container or label.		and members of the public cannot come into contact with it			
--	--	--	--	--	--	--

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Slips, trips and falls	Cuts, bruises broken bones	Caretaker Members of the public	HSE information: 1 – preventing slips and trips at work INDG 225. Information for employers on slips and trips www.hse.gov.uk/pubns/indg225.pdf 2 – Health and Safety website http://www.hse.gov.uk/slips/index.htm Causes of slips and trips HSE http://www.hse.gov.uk/slips/causes.htm	M	1 – Clean spills up immediately, if a liquid make sure a suitable cleaning agent is used. After cleaning the floor can be wet for some time so dry off with paper towels and put warning signs up. 2 – Position equipment to avoid cables crossing pedestrian crossing routes, use cable covers to securely fix to surface, restrict access to prevent contact. 3 – Keep walkways, corridors and stairs clear, remove rubbish, cardboard boxes and do not allow it to build up. Locate furniture so it does not obstruct thoroughfare. 4 – wear sensible footwear in the office	M

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Fire: Within council owned building or whilst performing various work related task by the Caretaker Arson aimed at council owned buildings	Smoke inhalation or burns could cause serious injury or death Loss of property	Caretaker Members of the public	1 – H&S Website – Fire Section http://www.hse.gov.uk/fireandexplosion/workplace.htm Refer to HM Government fire safety risk assessment http://www.communities.gov.uk/documents/fire/pdf/151543.pdf Regulatory Reform (Fire Safety) Order 2005 http://www.legislation.gov.uk/uksi/2005/1541/contents/made	H	– Do not smoke in any premise. Do not bring flammable materials/liquids/gases into the building without bespoke COSHH assessments. . Do not store paper or other combustible materials close to any heat source. 2 – Members of public must make themselves aware of their fire escape routes within council owned buildings. 3 – Fire Risk Assessments carried out for changing rooms and caretakers shed, control measures underway 4- PAT testing must be carried out for all portable apparatus 5- Smoke and heat detectors are installed and tested regularly. 6-Fire log book in situ and maintained appropriately	H

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Using Electrical equipment, fixed and portable equipment	Electric shock or Burns from faulty equipment. Electrical faults can also lead to fires.	Caretaker Members of the public	<p>1 – All electrical equipment must be checked and tested for possible faults</p> <p>3 – H&S Website – Guidance documents:</p> <ul style="list-style-type: none"> electrical safety and you www.hse.gov.uk/pubns/indg231.pdf maintaining portable electrical equipment in offices INDG 236. www.hse.gov.uk/pubns/indg236.pdf 	H	<p>1 – Caretaker should look critically at the electrical equipment which he uses, and look for damage to the outside of the equipment and its lead before he uses it.</p> <p>2 – If equipment is found to be damaged or faulty Caretaker must mark as faulty and take it out of use to be repaired.</p> <p>3 – Personal electrical equipment should be tested (PAT) by competent personnel for any possible faults.</p> <p>4 – Installation inspections should be undertaken on all council owned buildings every 5 years.</p> <p>5- Tested for Electrical Safety” should be displayed on the plug after it has been PAT tested</p>	H

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Lone Working:	<p>Mobile workers working away from their fixed base</p> <p>Possibility of having an accident without Council personnel knowing</p> <p>Possibility of having a serious accident and not being able to summons emergency services</p>	Caretaker	<p>1 – H&S Website – Information for employees (caretaker)</p> <p>Health and safety in lone working.</p> <p>2 – HSE Publication working alone in safety INDG 73.</p> <p>www.hse.gov.uk/pubns/indg73.pdf</p>	M	<p>1 – Procedures must be in place to ensure that measures are in place to protect the health, safety and welfare of any employee who works alone at any time day or night, in and out of doors, for significant periods of time including solitary working and Caretaker whose duties involve no close, frequent and regular contact with council personnel.</p> <p>2 – Checks should be made to ensure the caretaker working alone has no medical conditions which make them unsuitable for lone working.</p> <p>4 – If lone working arrangements must be made for the Town Clerk or Council staff to periodically make contact with the caretaker to make sure he is still working safely.</p> <p>Is this being done?</p>	M

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Manual Handling:	<p>Lifting and moving risk of injury to back and other limbs from handling/moving objects</p> <p>Risk of injury from sharp edges causing cuts and bruises. Adequate PPE must be worn at all times</p> <p>Musculoskeletal problems due to incorrect lifting, pulling, pushing and carrying</p>	Caretaker	<p>1 – HSE publications:</p> <ul style="list-style-type: none"> getting to grips with manual handling “a short guide” INDG 143; www.hse.gov.uk/pubns/indg143.pdf manual handling assessment chart INDG383; and www.hse.gov.uk/pubns/indg383.pdf best use of lifting and handling aids INDG 398. www.hse.gov.uk/pubns/indg398.pdf <p>2 – Information for Employees manual handling guidance</p> <p>Caretaker has received manual handling training in the past</p>	M	<p>1 – Avoid the need for hazardous manual handling. Do not lift or move anything that looks or appears too heavy to handle</p> <p>2 – Assess the risk of injury from any hazardous manual handling that can’t be avoided</p> <p>3 – Training for Caretaker must be provided to cover:</p> <p>risk factors and how injuries can occur; how to carry out safe risk handling techniques; individual task and environments; and use of mechanical aids.</p> <p>4 – Take measures to reduce the risk of injury from hazardous manual handling i.e. use mechanical aids, split loads, team working etc.</p> <p>5 – No storage of items other than light objects above head height.</p>	M

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Violence:	From members of the public towards Caretaker performing his duties.	Caretaker	<p>HSE Guidance violence at work INDG 69. www.hse.gov.uk/pubns/indg 69.pdf</p> <p>H & S Website - bullying and harassment http://www.hse.gov.uk/stres s/furtheradvice/bullyingin dividuals.htm</p>	L	<p>1 – Staff who may be confronted with violence should receive training in handling aggressive people and difficult situations.</p> <p>2 – If a violent incident occurs, look back at the present controls in place, evaluate it and make any necessary changes.</p> <p>4 – If the councils caretaker is abused verbally or physically he must report the incident to the Town Clerk or a Councillor so necessary actions can be initiated.</p>	L

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rati ng H.M. L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Working at heights:	<p>Falling from height can result in cuts, broken bones and even death</p> <p>Dropping objects whilst working at height could hit members of the public resulting in cuts, bruises, broken bones or death.</p>	<p>Caretaker</p> <p>Members of the public</p>	<p>HSE guidance</p> <p>safe use of ladders and stepladders, INDG402; http://www.hse.gov.uk/pubns/indg402.pdf</p> <p>Toolbox talk on leaning ladders and stepladders safely, INDG403. www.hse.gov.uk/pubns/indg403.pdf</p> <p>Tips for ladder and stepladder safety HSE http://www.hse.gov.uk/pubns/indg405.pdf</p> <p>work at Height Regulations 2005 as amended HSE http://www.hse.gov.uk/pubns/indg401.pdf</p>	H	<p>Ladders, stepladders should only be used where other safer means of access cannot reasonably be used.</p> <p>Ladders and stepladders must conform to Class 1 industrial heavy duty or EN131.</p> <p>Ladders or stepladders should not be used until user has been trained to ensure:</p> <p>know how to use the ladders or stepladders; know how to look after them; and take sensible precautions.</p> <p>Ladders or stepladders must not be used (and taken out of service) if there are visible defects or are not in a safe condition. All damaged ladders or stepladders should be labelled unsafe to use.</p> <p>Ladders or stepladders must not be used with out a current ladder inspection “safe to operate” tag is displayed</p> <p>All ladders Must be “tied and footed” at all times, where this is not possible a second person must foot the base of the ladder.</p> <p>Ladders should only be used for short duration works.</p> <p>Exclusion zones must be place around the work area.</p>	H

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Driving both council van and tractor	<p>Having motor vehicle accident with another vehicle</p> <p>Having motor vehicle accident involving members of the public</p> <p>Accident whilst driving in adverse weather conditions</p> <p>Accident whilst grass cutting with members of the public, young children and animals.</p> <p>Resulting in cuts, bruises, broken bones, whiplash injuries and death</p>	<p>Caretaker</p> <p>Members of the public</p> <p>Equipment damage</p> <p>Contact with animals</p>	<p>Van is supplied by the Council, this is serviced regularly has full MOT and valid insurance</p> <p>Tractor and equipment owned by the Council and maintained accordingly</p> <p>Caretaker abides by the Highway Code and respective road signage at all times</p>	H	<p>Caretaker must have his driving license checked annually by the Town Clerk</p> <p>All equipment used must be approved and tested accordingly</p> <p>Appropriate training should be given on all equipment and plant</p> <p>Extreme vigilance shall be given at all times whilst cutting grass on parks, this to be done when children at school where possible</p>	M

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Needlestick Injuries. Sharps						

injuries						
<p>Blood Borne Viruses (BBV)-What are they?</p> <p>Blood Borne Viruses (BBV) are a group of over 20 different viruses that can be carried in body fluids, such as blood, which can cause serious illness in some people and few or no symptoms in others. The main BBV's of concern in the UK are:</p> <p>Hepatitis B virus (HBV)</p> <p>Hepatitis C virus (HCV) both of which cause hepatitis, an inflammatory disease of the liver, which in turn progress to cirrhosis or liver failure.</p> <p>Human Immunodeficiency Virus (HIV) which causes acquired immune deficiency syndrome (AIDS)</p>						
	<p>Puncture of skin from careless or malicious disposal of needles</p> <p>The main risks are: Hepatitis B and C, and HIV viruses.</p> <p>Caretaker is vaccinated against Hep B</p>		<p>The actual risk of infection depends upon:-</p> <p>Whether the needle was used by a person infected with Hepatitis or HIV.</p> <p>How much material enters the blood stream; a needle attached to a syringe is likely to present a higher risk than just a needle.</p> <p>How long since the needle has been discarded. Both Hepatitis and HIV can survive for weeks or months, particularly if not dried out. In the case of Hepatitis B, whether the injured person is immune or not.</p> <p>There is a risk of Tetanus if the needle has been contaminated by soil</p>		<p>Awareness training should be carried out alerting caretaker to the dangers and action to take if they come across a disused needle etc.</p> <p>Caretaker should never try and remove needles unless he is suitably trained and have the right equipment and PPE to do so safely.</p> <p>Sharps boxes must be made available and a system initiated for the safe disposal of sharps when the boxes are full.</p> <p>Caretaker must never use his bare hands to remove any needles or sharps</p> <p>It is advised that the caretaker be vaccinated against Hepatitis</p>	

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Inspecting play ground equipment	Slips and trips Cut hands on sharp objects Needlestick/sharps injuries	Caretaker	Caretaker is aware of dangers PPE is worn (gloves) If needles or glass is found caretaker is aware not to touch with his bare hands	M	Caretaker to receive sharps awareness training System to put in place if needles are found	L

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Grass cutting in parks	Coming into contact with members of the public especially young children Using defective equipment Grass cutting over broken	Caretaker Members of the public Young children	Caretaker informs members of the public that grass is about to be cut Caretaker stops cutting grass if young children are in the area If glass is found PPE will be worn at all times	L	Caretaker to undergo awareness training on associated	L

	glass Coming into contact with dog faeces		If dog faeces is found it will be contained in plastic bags wearing disposable gloves and disposed accordingly All equipment used has been examined and tested accordingly		dangers	
--	--	--	---	--	---------	--

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Contractors working on behalf of the council	Contractors not adequately trained to carry out the task Contractors being injured during contractual works Contractors injuring members of the public Contractors damaging council land, equipment or property Contractors using defective equipment	Council Caretaker Members of the public Property Equipment Land	Contractors sought who are well known and reputable	H	The Council must: 1) Make sure contractors are suitably trained and competent to carry out the task. 2) Ascertain contractors have suitable liability insurances in place to perform the task 3) Make sure all plant and equipment used has been suitably examined and is fit for purpose 4) Supervise any works being carried out for the council 5) Stop contractors performing any task if it is thought they are working unsafely 6) if contractors are working at height make sure suitable control measures have been implemented for the task	H

Task (stage by stage) Activity workplace equipment etc	Potential Hazards Identified (consider frequency of exposure or extreme hazardous nature of activity. Workplace or equipment	Persons Persons, property or Equipment at Risk	Existing Control Measure	Risk Rating H.M.L	Additional Control Measure Action Required or Training Required	Risk Rating H.M.L
Legionella in showers, water systems and changing rooms	Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. The risk increases with age, but some people are at higher risk, eg people over 45, smokers and heavy drinkers, people suffering from chronic respiratory or kidney disease, diabetes, lung and heart disease or anyone with an impaired immune system.	Any person using the changing room showers	http://www.hse.gov.uk/healthservices/legionella.htm http://www.hse.gov.uk/publications/priced/l8.pdf	H	<p>These Regulations require employers to make a suitable and sufficient assessment of the risks from any work liable to expose employees to any substance hazardous to health, before that work is carried out. Employers are also required to make an assessment of the risks to other people not in their employment who may be affected by the work activity. They are also required to regularly review the risk assessment, and make any necessary changes as a result of the review.</p> <p>A suitable and sufficient assessment must be carried out to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed. The dutyholder is responsible for ensuring the risk assessment is carried out.</p> <p>December 2019 contractor renewed insulated over existing, chipped off and replastered behind electric heater and treat for damp and salts then replastered to Sovereign spec.</p> <p>Supplied and fitted Auto Concure Unit, Merlin to Extract Fan, 2 extra passive vapour vents. New fire doors and plastic vents to fascia board, seals to outside doors.</p>	H

St Mungo's changing rooms condition of walls and heating systems	Inhaling MOULD fragments or spores can cause airway inflammation, nasal congestion, chest tightness, wheezing and sore throats. Irritation from mould can also cause skin rashes and watery eyes. Prolonged exposure can cause chronic lung problems. Black mould health effects can be even more dangerous	Any person using the changing room showers	Contractor appointed to remove mould from walls and make good, paint all areas with anti-fungicidal paint, install new ventilation systems and also install new heating and condensing systems	H	Once all the works have been completed the overall risk will be Low	
General working	Potential injury caused by not wearing or using appropriate PPE	Caretaker	Caretaker has appropriate PPE	M	A full assessment of PPE Personal Protective equipment must be carried out to evaluate suitability and to monitor it is being worn correctly	L

Adopted by Aspatria Town Council :.....(Date)

Signed.....

Councillor A Maxwell (Mayor).....