

Wimblington & Stonea Parish Council General Risk Assessment Relating to all areas of the village

Adopted: 8th February 2022 Minute Number: 034/22a Review date: 8th February 2024

It is recommended that this risk assessment is reviewed at least on an annual basis and should include any relevant paperwork regarding works carried out over the period by the Parish Council

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1 Wimblington Parish Council - Risk Assessment Policy

Risk assessment is the process whereby the council methodically address the risks associated with what they do and the services they provide. The focus of good risk assessment is to identify what can go wrong and take steps to avoid it or successfully manage the consequences. It is not just about financial management: it is about achieving the objectives of the organisation to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets, and eventually, the local communities tax bills.

Members are ultimately responsible for risk management because risks threaten the achievements of policy objectives. As a minimum, members should at least once a year:

Take steps to identify and update key risks facing the council

Evaluate the potential consequences to the council if an event identified as risk takes place

Decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

The use of insurance to minimise risk

Risk identification

- The protection of physical assets of the council - buildings, furniture, equipment
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (Public Liability)
- The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non performance by a third party (Consequential loss)
- Loss of cash through theft or dishonesty (fidelity Guarantee)
- Legal liability as a consequence of asset ownership (Public Liability)

Councils internal control

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

Scope to work with others to help manage risk

Risk identification

- Security for buildings, amenities or equipment
- Maintenance of buildings, amenities or equipment
- The provision of services being carried out under agency/partnership agreements with principal authorities.
- Banking arrangements, including borrowing or lending.
- Ad hoc provision of amenities or facilities for events to local community groups
- Markets management
- Vehicle or equipment lease or hire.
- Trading units - leisure centres, playing fields, burial grounds etc.

Professional services - planning, architects, accountancy etc

Councils internal controls

- Standing orders, financial regulations dealing with awards of contracts for services or the purchase of capital equipment
- Regular reporting on performance by suppliers/providers/contractors
- Annual review of contracts
- Clear statements of management responsibilities for each service
- Regular scrutiny of performance against targets
- Adoption of and adherence to codes of practice for procurement and investment
- Arrangements to detect and deter fraud and/or corruption
- Regular bank reconciliation, independently reviewed

Need to self-manage risk

- The keeping of proper financial records
- Ensuring all business activities are within legal powers applicable to local councils
- Complying with restrictions on borrowing
- Ensuring all requirements are met under: customs and excise, employment law, inland revenue, use of funds granted to local community bodies, reporting of council business, proper document control.
- Meeting the laid down timetables when responding to consultation invitations
- Register of members interests and gifts and hospitality in place, accurate and up to date

Councils internal controls

- Regular scrutiny of financial records and proper arrangements for approval of expenditure.
- Recording in the minutes the precise powers under which expenditure is being approved.
- Regular - returns to inland revenue, updated contracts for all employed staff, returns of VAT, training of responsible officer in matters of VAT, tax etc, budgeted monitoring statements.
- Developing systems of performance measurement
- Procedures for dealing with and monitoring grants, loans etc.
- Minutes properly numbered.
- Documented procedures when: dealing with the public enquiries, responding to consultation requests, receipt-circulation-responses-handling & filing.
- Monitoring arrangements by the council regarding quality council status.
- Adoption of codes of conduct for members and employees

This report is confidential to Wimblington Parish Council and is in respect of the Parish Hall, Addison Road, Wimblington. It is intended to be of assistance in identifying hazards under the headings of Health & Safety, Pollution, and Property Damage.

The Report is not an authoritative interpretation of legislation and copies of relevant Acts and Regulations can be obtained from HMSO. Legislation is subject to ongoing amendment and development with new statutory requirements constantly coming into effect. This report refers to current legislation at the date of the Report and should be interpreted accordingly.

The Parish council must undertake a comprehensive Health & Safety Risk Report that includes a Health & Safety Policy. An assortment of forms to implement and continue compliance with health & safety regulations must be used.

The risk assessment for the hall needs to be updated due to any changes in the hall.

Control of Substances Hazardous to Health**Potential Hazards**

Inhalation, absorption, ingestion or contact with eyes or skin of hazardous substances or fumes or dust resulting in acute or long term health effects.

Hazards Observed/Discussed

General storage area should not be left assessable to the general public - chemicals and materials should not be left unattended and should be in a secure area. Cleaning chemicals must not be left in cupboards that could be opened by the public.

Hazards signs required for both staff and visitors

A spillage procedure should be introduced. Data sheets of any chemicals used, must be accessible to employees.

Persons at Risk and Their Exposure

All employees, visitors and contractors.

Control Measures

Risk assessments in accordance with the Control of Substances Hazardous to Health Regulations although completed should be made available to staff.

Substance data sheets that have been obtained should be made available to staff.

Supply of appropriate safety clothing and equipment to staff when handling substances and undertaking activities should be logged and checks made to ascertain that employees are wearing it.

Information must be disseminated to all personnel concerned with the use, handling, storage or transport of substances/processes/activities.

A review of the assessments must be undertaken on a regular basis.

RISK ASSESSMENT: MEDIUM to HIGH PRIORITY 1

Fire Safety General**Potential Hazards**

In the event of fire personnel or visitors may be trapped inside the buildings.

Personnel being overcome by the effects of smoke.

Burns to personnel and visitors.

Collapse of stored contents or structure.
Explosion.

Hazards Observed/Discussed

Fire exits : Passages should be unobstructed and discarded objects should be kept in a confined area. Fire exits must be free of obstructions and opened outward.

Persons at Risk and Their Exposure

Employees, contractors and visitors to the locations.

Control Measures

A full Fire Risk Assessment must be carried out in accordance with the Fire Order of 2005.

RISK ASSESSMENT: HIGH

Residual Risk/Action Recommended

Consideration should be given to the provision of safe working systems and practical instructions given on site safety.

Consideration should be given to improve the Fire detection equipment such as more heat/smoke detectors when required.

Regular fire appraisals must be undertaken.

PRIORITY 1

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Electrical Safety

Potential Hazards

Contact with live electrical terminals or conductors which could result in burns, electric shock or electrocution.

Shorting of electrical conductors which could result in a fire or explosion.

Dangerous or faulty electrical appliances which could cause harm.

Hazards Observed/Discussed

PAT testing of users private electrical equipment must take place before being use on council property, and a periodic test of the whole electrical system must be undertaken annually, by a qualified person.

Persons at Risk and Their Exposure

All employees, visitors and contractors.

Existing Control Measures

Damaged or faulty portable appliances are taken out of use until effective repairs have been carried out. Arrangement exists whereby employees are instructed to report of any details of any faulty or damaged electrical equipment.

Periodic testing of equipment and systems. Annual PAT testing.

RISK ASSESSMENT: MEDIUM TO HIGH

Residual Risk/Action Recommended

The electrical wiring should be tested at least once in every period of five years. Hand held appliances and electrical items (Fridge, kettle) should be tested at least once a year by a competent person and detailed records of the dates and results of inspections kept.

Further information and advice can be found in the Electricity at Work Regulations 1989 and current editions of the Institute of Electrical Engineers Regulations for electrical installations.

PRIORTY 1

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Buildings and Car Park

Potential Hazards

Carbon Monoxide poisoning.
Slips or trips of persons when on site because of uneven surfaces and falls.
Exposure to hazardous substances through inhalation, absorption or ingestion.
Electrical shock.
Strains from lifting/manual handling.
Burns from equipment etc.
Exposure to high noise levels.
Injury from equipment.
Fire - due to combustible waste materials in storage areas
Falling objects

Hazards Observed: _____

Persons at Risk and Their Exposure

All personnel, visitors and contractors.

Incident History: _____

Control Measures General awareness by the Parish Council of any dangers of work carried out on the site.

Standard of housekeeping and cleanliness to be maintained/monitored by the Parish council.

In relation to substances retained within the site, the relevant COSHH data sheets and assessments must be retained at the Parish Clerk Office and the controls as detailed within the assessments are known to operators.

Introduction fire drills and fire procedures.

Introduction regular checks on equipment and tools.

RISK ASSESSMENT: MEDIUM TO HIGH: PRIORTY 1

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Management and Administration

Emergency Arrangements / Contingency Planning

Arrangements to deal with the unexpected are more likely to be effective and successful when determined in advance rather than hurriedly put together once an incident has occurred or after it has occurred. This is particularly relevant for emergencies such as fire or significant spillage of chemicals. The Management Regulations require that contingency plans should be produced for emergencies such as these.

One of the fundamental requirements is that all workers should be adequately trained for the work which they carry out.

First Aid - As a minimum requirement an appointed person to take charge of first aid equipment, calling the emergency services when required and keeping a record of first aid treatments. It is strongly recommended that the appointed person undergoes an emergency first aid course.
All first aid kits should be kept in line with the Approved Code of Practice.

Risk Reduction Recommendations

The safety policy should be brought to the attention of all and a copy is displayed in the Parish Hall
Consideration should be given to Councillor/employee training.
Any worker carrying out any work on electrical installations should be a qualified Electrician
A health check should be made to employees exposed to chemicals, dust and those at risk from cuts and manual handling activities.
An appointed person should take charge of first aid.
All manual work should be assessed and where possible mechanised, or different work patterns and practices introduced the relevant risk assessments are in place
Any working platform used should comply with the regulations.
A routine maintenance programme should be arranged for the inspection of electrical installations and equipment
Appropriate safety equipment should be provided and a record of issue retained.
The Council should have up-to-date plans of all utility services affecting properties under their control.
Areas where waste and combustible materials are stored should be clearly marked "No smoking & Hazard area"
The vaccination of all employees against Tetanus should be checked.
Chemical data sheets should be immediately available in area adjacent to their use at the Parish clerk's office and Parish Hall.
Any new or occasional users of machinery should be suitably trained.
Manual handling courses should be made available to the appropriate members of staff.
Details of workers allergies and vaccinations should be recorded.
Refresher first aid courses should be arranged every three years.
Everyone should be given basic information about the health risks they face.
Work in temperatures below 13C should be avoided as far as possible.
Heavy objects should be secured if stored in an upright position.
Drop areas need to be clearly marked with tape or yellow paint
Uneven floor - trip hazard - steps, uneven surfaces, raised manhole covers, outside trip hazards Should be painted yellow, warning tape used indoors with correct signage.
Parish Clerk to inform hirers that all electrical equipment must be suitably tested.
Stacking of tables and chairs maximum of eight chairs in any column - movement to be undertaken with aid of chair trolley

No petrol to be stored on site.

List of chemicals found on site:

8 **Date of Check _28/06/2022_**

Wimblington Parish Council – Internal Control Risk Assessment Check List

Services

Hazard	High Risk	Med Risk	Low Risk	n/a	Action
Outside Bodies					
Security of buildings					
Security of amenities/equip					

Maintenance of buildings					
Maintenance of amenities/equip					
Agency partnership agreements					
Borrowing/ lending					
Provision of amenities to local groups					
Markets management					
Lease/hire agreements					
Professional services					
Trading units					
Financial & Operational					
Standing orders etc				x	Up dated yearly
Reporting on matters			x		Monthly via meetings
Review of contracts				x	
Bank reconciliation			x		Monthly verified by Chairman
Codes of practice			x		All policies updated regularly
Approval of expenditure			x		All via meeting or chairman
Recording of minutes			x		Signed monthly
Inland revenue returns			x		Claimed quarterly
HMCE returns				x	
Budget reporting			x		Annual budget meeting quarterly finance reports to meeting
Systems reporting				x	
Grants/loans				x	
Public enquiries				x	
Correspondences			x		Dealt with monthly via meeting
Consultation papers			x		Emailed immediately to Councillors
Planning matters			x		Dealt with monthly via meeting
Office arrangements				x	
Monitoring of interests and gifts			x		Councillors to report offers to clerk & chairman
Code of conduct			x		All councillors given current code of conduct
Advertisement of meetings, agendas			x		Via noticeboards, web site & emailed

Comments

To be completed by the Clerk

9 Date of Check 13/04/2022

Wimblington Parish council – General Village Risk Assessment Check List

Insurance

Hazard	High Risk	Med Risk	Low Risk	n/a	Action
Mandatory Cover			x		Full insurance cover in place

Public liability			X		Full insurance cover in place
Employers liability			X		Full insurance cover in place
Money			X		Full insurance cover in place & monthly reconciliation signed off by Chairman
Fidelity guarantee				X	
Optional Cover					
Loss of revenue		X			Reserves could cover short terms loss of revenue from Parish Hall
Officials indemnity			X		Full insurance cover in place
Libel & slander			X		Full insurance cover in place
Personal accident			X		Full insurance cover in place
No claim bonus		X			
Legal expenses			X		Full insurance cover in place
Property Damage					
Parish Hall			X		Full insurance cover in place
Pavilion – memorial ground			X		Full insurance cover in place
Public toilets				X	
Sheds			X		Full insurance cover in place & CCTV
Lamp posts - columns		X			Full insurance cover in place
Lamp posts – brackets			X		Full insurance cover in place
Public seating			X		Full insurance cover in place
Village signs			X		Full insurance cover in place
Litter bins			X		Full insurance cover in place
Gates and fences			X		Full insurance cover in place
War memorial			X		Full insurance cover in place
Playground equipment			X		Full insurance cover in place
Office contents				X	
Hall/Pavilion contents			X		Full insurance cover in place
Mowers and similar machinery				X	
Sports equipment			X		Full insurance cover in place
Other property				X	
Footpaths				X	
Byways and Bridle ways				X	

Comments

Missing Data to be completed by the Clerk

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Date of Check _____

Wimblington Parish Council – Check list for risks at Cemetery, Church Yard, Parish Hall

Hazard	High Risk	Med Risk	Low Risk	n/a	Action
Parish Hall					
Security of buildings					
Security of amenities/equip					
Maintenance of buildings					
Maintenance of					

amenities/equip					
Fire Risk Assessment					
PAT testing - annually					
Electrical installations Certificates					
Gas equipment & supply certificates					
Equipment inspection					
Flooring					
Decoration					
Sanitary disposal and equipment					
Car Park surfacing, maintenance					
Roofing, guttering etc					
Recycling amenities					
Fences, hedges, trees & shrubs					
Notice boards					
Church Yard					
Grave head stones secure					
Footpaths					
Surround hedges, fences, railings, overhanging trees					
Buildings					
Water supply Tap					
The Hill					
Bench seating					
Signs					
Trees and shrubs					
Cemetery					
Water metre, Tap, Watering cans					
Grave head stones secure					
Equipment					
Refuse bins etc					
Pathways					
Hedges, fences, railings					
Bench seat					

Comments

11

Wimblington Parish Council: Playground Inspection

Site: Eaton Estate – this equipment is owned by Clarion Housing Association

To be inspected regularly from April to September. To be inspected Once a month October to March

Date of Inspection:

Name of person inspecting:

Enter ✓ Y in box if item present, correct etc. Enter X if there is a problem. Give brief details in the comments

Site	Present	Undamaged/secure?			Comment	Action by
Signs						
Fences / Gates						
Disabled access						
Litter/other objects						
Seats						
Litter bins						
Hedge						
Surfaces	Level?	Undamaged?			Comment	
Safety surface						
Equipment	Supports/seats present & secure?	Paint/timber surfaces undamaged & clear of objects?	Chains/ropes etc OK?	Are moving parts smooth & noiseless?	Comment	

Comments

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Wimblington Parish Council: Playground Inspection

Site: Doddington Rd Memorial Ground – this equipment is subject to an annual RoSPA inspection by an independent company.

To be inspected regularly from April to September. To be inspected Once a month October to March

Date of Inspection

Name of person inspecting

Enter ✓ /Y in box if item present, correct etc. Enter X if there is a problem. Give brief details in the comments

Site	Present	Undamaged/secure?			Comment	Action by
Signs						
Fences / Gates						
Disabled access						
Litter/other objects						
Seats						
Litter bins						
Hedge						

Surfaces	Level?	Undamaged?			Comment	
Safety surface						
Equipment	Supports/ seats present & secure?	Paint/timber surfaces undamaged & clear of objects?	Chains/ ropes etc OK?	Are moving parts smooth & noiseless?	Comment	
Rocking pony spring						
Baby/toddler swings x 2						
Small multi play unit						
Turnstile						
Large roundabout						
5 person rocking horse						
Large multi play unit						
Large flat seat swings x 2						
Shelter seating						

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Wimblington Parish Council: Playground Inspection

Site: Parkfield Recreation Ground - this equipment is subject to an annual RoSPA inspection by an independent company.

To be inspected regularly from April to September. To be inspected Once a month October to March

Date of Inspection

Name of person inspecting

Enter ✓ in box if item present, correct etc. Enter X if there is a problem. Give brief details in the comments

Site	Present	Undamaged/ secure?			Comment	Action by
Signs						
Fences / Gates						
Disabled access						
Litter/other objects						
Seats						
Litter bins						
Hedge						

Surfaces	Level?	Undamaged?			Comment	
Safety surface					Grass	
Equipment	Supports /seats present & secure?	Paint/timber surfaces undamaged & clear of objects?	Chains/ropes etc OK?	Are moving parts smooth & noiseless?	Comment	
Wooden play 1						
Wooden 3 tier logs						
Wooden Rope Bridge						

Comments: All sports equipment is looked after and maintained by Parkfield Sports association.

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Wimblington Parish Council - Home of the Clerk

Home working checklist: Delete as applicable.

Have you the use of a separate room you can work in	Yes	No
Can all equipment (Computer, printer, fax etc) fit in safety	Yes	No
Is the desk and work area and chair comfortable and safe	Yes	No
Are all cables tidy and free from hazards or causing hazards	Yes	No
Is the existing lighting adequate for working	Yes	No
Does your insurance allow you to work from home	Yes	No
Do you have an emergency escape route	Yes	No
Do you have an adequate and effective circuit breaker	Yes	No
Can you accommodate visitors safely	Yes	No
Are danger areas clearly identified	Yes	No
Are all floors level to avoid slips a& trips	Yes	No
Do you have secure housing for files/paperwork	Yes	No
Do you have a strong box for monies	Yes	No
Does your home have adequate security measures	Yes	No
Do you have fire detection and fighting equipment	Yes	No

If "No" has been answer to any of the above or you can think of any other risks that may associated with working at home, please comment on them below and how they will be rectified.

15

Health & Safety Inspection Sheet

It is recommended that on a regular basis the following areas of the village are inspected to assess whether there are any hazards that may cause harm to any persons. Any findings should be reported to the relevant authority (Parish council, local authority, Police etc) and be dated as to when they are resolved.

Places to be inspected:

Eaton Estate children's play area
 Doddington Rd Memorial Ground – children's play area, shelter, bins & refuse, pavilion
 Park Field Recreation Ground - Children's play apparatus, boundary fence, outdoor fixtures.
 Parish Hall, surround and Car Park
 Church Yard - head stones, paths, trees etc
 New cemetery - head stones, bins & refuse, trees, hedges, boundary fence
 All public footpaths, bridle ways and public byways - over hanging trees, trip hazards etc
 Bus shelter, Doddington Road, fixed seating, signage
 Street lighting

Area	Satisfactory	Unsatisfactory
Eaton Estate children's play area		
Doddington Rd Memorial Ground		
Park Field Recreation Ground		
Parish Hall, surround and Car Park		
Church Yard		
New cemetery		
Footpaths		
Bridle Ways		
By Ways		
Bus shelter		
Signage		
Fixed Seating		
Street Lighting		
Other		

INSPECTION SHEET			
Location		Inspected by	
Date		Time	
Comments			

INSPECTION SHEET

Location Inspected by

Date Time

Comments

INSPECTION SHEET

Location Inspected by

Date Time

Comments