



**HAMSEY PARISH COUNCIL  
RISK ASSESSMENT SCHEDULE**

A Risk assessment schedule is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

The Council recognises that it has a responsibility to ensure all practical measures and reasonable steps are undertaken to safeguard its employees, Councillors, the people it works alongside, those who it provides services for and to protect the environment and local community in which it is responsible for.

The Council is aware that it is unable to eliminate fully some risks and has in place the following schedule to manage any risks posed. The following document is set out to identify the risk, manage the risk in a structured way in order to minimise any disruption, loss or injury. The identifying of these risks helps the Council in forming policies and prevention measures by outlining the impact and possible action and awareness needed.

Review date July 2021

<b>Risk Identified</b>	<b>Impact H/M/L</b>	<b>Likelihood H/M/L</b>	<b>Controls</b>	<b>Adequate Y/N</b>	<b>Comments</b>
REF: FINANCIAL REGULATIONS <b>INSURANCE</b>					
Protection of physical assets:  <ul style="list-style-type: none"> <li>• Notice boards.</li> <li>• Bus shelters/Youth shelter</li> <li>• Village Hall</li> <li>• Malthouse Way Playpark</li> <li>• Play equipment at Beechwood Hall</li> <li>• MUGA</li> <li>• Outdoor gym equipment</li> <li>• Recycling bins</li> <li>• Pumping station</li> <li>• Car park</li> </ul>	M	M	Regular visual inspections Insurance cover in place. Assets Register maintained	Y	Regular visual inspections.  Cover reviewed annually.
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public. (Public liability)	M	L	Public Liability Insurance Cover in place	Y	Cover reviewed annually.  CCTV in place to protect assets at Beechwood Hall & Rural Park
Loss of cash through theft or dishonesty (Fidelity guarantee)	L	L	Insurance cover in place	Y	Very little cash received by council.
Legal liability as a consequence of asset ownership (Public liability)	L	L	Insurance cover in place	Y	Cover reviewed annually.
REF: FINANCIAL REGULATIONS <b>GENERAL</b>					
Keeping proper financial records in accordance with statutory requirements	H	L	Checked at Internal Audit Financial Regulations	Y	Bank statements signed and expenditure approved at PC meetings
REF: FINANCIAL REGULATIONS					

<b>REVISION OF FINANCIAL REGULATIONS</b>					
Ensuring that all business activities are within legal powers applicable to local councils.	L	L	Advice taken on all issues that are not clear. (SALC etc)	Y	Review the Financial Regulations each year, monitor changes in legislation
<b>REF: FINANCIAL REGULATIONS LOANS AND INVESTMENTS</b>					
Complying with restrictions on borrowing	M	L	Ensure Council understands legislation	Y	
<b>REF: FINANCIAL REGULATIONS PAYMENT OF SALARIES</b>					
Ensuring that all requirements are met under employment law and Inland Revenue regulations	M	L	Ensure Council understands and complies with current PAYE and National Insurance legislation	Y	Checked at Internal Audit Payroll services are provided by Simon Goacher
<b>REF: FINANCIAL REGULATIONS INCOME</b>					
Ensuring that all requirements are met under Customs and Excise regulations	M	L	Ensure Council understands and complies with current VAT legislation	Y	Checked at Internal Audit
<b>REF: FINANCIAL REGULATIONS ANNUAL ESTIMATES (BUDGET) BUDGETARY CONTROL</b>					
Ensuring the adequacy of the annual precept with sound budgeting arrangements	M	L	Reviewed regularly by council	Y	Forecasts for income and expenditure for current year produced quarterly
Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	L	L	Review of accounts and benefit to residents discussed at time of application. Separately recorded accounts maintained. Authorisation of payments recorded in minutes.		Checked at Internal audit
<b>REF: STANDING ORDERS</b>					

Proper, timely and accurate recording of council business in the minutes	M	L	Minutes checked by Chair before issue.	Y	All minutes approved by council as a true record.
Use of Virtual Meetings where Government recommendation is not to have face to face meetings	M	L	Minutes of previous meeting will be circulated to Chair first then to rest of Council. Where possible the virtual meeting will follow existing standing orders and the same protocol is to be adhered to.	Y	The council's use of virtual meetings can be read on the website <a href="http://www.hamsey.net">www.hamsey.net</a> . All agendas will be sent to members of the Council and any ward Councillors to join the meeting by invitation only. Meetings will be recorded when necessary for the minutes. Members of the public can send any questions to be addressed by the Council by 12pm the day before the meeting to the Parish Clerk. Where possible the virtual meeting shall be live streamed and log in details for members of the public wishing to view will be available on the website or from the Parish Clerk in advance of any public meeting.
<b>REF: INFORMATION FOR PARISHIONERS</b>					
Responding to electors wishing to exercise their rights of inspection	L	L	As set out in Freedom of Information Schedule which is reviewed by the Council from time to time	Y	Published on website.
<b>REF: STANDING ORDERS - ORDER OF BUSINESS</b>					
Meeting the laid down timetables when responding to consultation invitations.	L	L	Put on agenda as received Agenda agreed by Chair prior to meeting	Y	Clerk checks that there is adequate time for response and if not makes alternative arrangements.
<b>REF: STANDING ORDERS - INSPECTIONS OF DOCUMENTS</b>					
Proper document control	M	L	Statutory requirements observed. All computer files backed up regularly and	Y	

			stored in fire safe		
<b>REF: STANDING ORDERS - INTERESTS</b>					
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	M	L	Onus on individual members to notify clerk that changes have occurred.	Y	Reminder on each agenda.

<b>Risk Identified</b>	<b>Impact H/M/L</b>	<b>Likelihood H/M/L</b>	<b>Controls</b>	<b>Adequate Y/N</b>	<b>Comments</b>
<b>REF: Information for Parishioners from Hamsey Parish Council</b>					
A libel claim against the Parish Council for publishing a defamatory comment, inaccuracy of data, personal opinion	L	L	Minutes are posted on noticeboards as Unadopted/ draft Draft Minutes are circulated to all Councillors after being drawn up, to read through and agree as a true record of the meeting. Councillors must always uphold the Council's Code of Conduct and remain unbiased.	Y	Minutes are marked as draft prior to approval.

<b>LITTER PICK RISK ASSESSMENT</b>					
<b>Risk Identified</b>	<b>Impact H/M/L</b>	<b>Likelihood H/M/L</b>	<b>Controls</b>	<b>Adequate Y/N</b>	<b>Comments</b>
Traffic	H	M	High Visibility Clothing must be worn Avoid dangerous bends, main roads Understanding/alertness re traffic.	Y	Clothing and equipment provided by the District Council
Manual Handling	M	M	Instructions given on where to leave filled sacks and not to move anything too heavy. Not to make the sacks too heavy.	Y	Removal of waste collected by Lewes District Council Waste and Recycling
Hazardous Waste	M	M	Use gloves and equipment provided	Y	
Lone working	M	L	Training on dealing with the public. Clerk and Councillors should not arrange meetings at their homes with members of the public who are unknown to them	Y	

Risk Identified	Impact H/M/L	Likelihood H/M/L	Controls	Adequate Y/N	Comments
MALHOUSE WAY PLAY PARK	M	L	<p>Regular checks are carried out by the Councillors and maintenance is done by Councillors where possible.</p> <p>Any maintenance issues that require third party works are repaired using contractors Cosmo Construction Ltd.</p> <p>Annual inspection of the area is carried out by Lewes District Council.</p> <p>The grass and hedges are maintained by the company KPS Contractors Ltd.</p>	Y	Last inspection was carried out in February 2020 – all areas were identified as low risk

**Identifying Risks due to Covid-19 - Coronavirus Outbreak regarding the Parish Council assets and use of Beechwood Hall and Litter pick**  
**The Risks identified below and the safety control measures in place are likely to change as new Government Guidelines and precautionary recommendations on these measures change, therefore the Risk Assessment for Covid- 19 will be assessed and the proper measures adapted accordingly.**

**Reviews to be carried out on a monthly basis.**

<b>Risk Identified</b>	<b>Persons at Risk</b>	<b>Impact H/M/L</b>	<b>Likelihood H/M/L</b>	<b>Controls</b>	<b>Adequate Y/N</b>	<b>Additional Controls/ Comments</b>
Contact with persons suffering from Coronavirus	Councillors Employees Contractors Volunteers Hirers	H	M	<p>If an employee or known visitor tests positive for Coronavirus, all employee(s) who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves whilst further tests are carried out and further advice is sought from Public Health England/Wales and the Gov.UK website.</p> <p>Once symptomatic, all surfaces that the person has come in to contact with must be cleaned including: All surfaces and objects which are visibly contaminated with body fluids and all potentially contaminated high- contact areas such as toilets, door handles, work surfaces etc.</p> <p>If a person becomes ill in a shared space, these should be cleaned using cloths and detergents, according to current recommendations on workplace legislation and practice.</p> <p>If a person becomes ill in a shared space, then that person should be moved and</p>	Y	<p>Guidance and recommended risk control measures shall be sourced directly from Public Health England/Wales and the Gov.UK website. NHS</p> <p><a href="http://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></p> <p>NHS direct or 119 if you have no access to the internet</p> <p>The current Government advice that can be found on the Gov.Uk website is for any persons that are suffering symptoms of Coronavirus:</p> <ul style="list-style-type: none"> <li>• if the person has developed symptoms, they must continue to follow the rules to self-isolate with other members of their household and order a test to find out if they have coronavirus</li> <li>• if the person tests positive for coronavirus, they must share</li> </ul>

				<p>placed in isolation until such arrangements can be made that are necessary to either have the person taken home, to a test centre or if indeed severely poorly then Emergency services should be contacted. Making sure to explain the situation fully as to lower the risk of transmission.</p> <p>A Covid-19 box of suitable supplies shall be kept at Beechwood Hall for the use of Councillors, Employees, Contractors, Volunteers and Hirers should they suddenly become unwell with Coronavirus symptoms.</p> <p>These supplies shall be gloves, masks, antibacterial wipes and hand gel, an apron, washing up bowl, two separate rubbish bags for any contaminated equipment, tissues and a visor for the attending person.</p> <p>All contaminated equipment shall be disposed of correctly as outlined in this risk assessment.</p>		<p>information promptly about their recent contacts through the NHS test and trace service to help us alert other people who may need to self-isolate</p> <ul style="list-style-type: none"> <li>• if the person has had close recent contact with someone who has coronavirus, they must self-isolate if the NHS test and trace service advises you to do so</li> </ul> <p>Under the new ‘Test and Trace’ system, anyone with symptoms must isolate and order a test immediately following the instructions on the following webpage:</p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p>
Contact with persons who may have been exposed to coronavirus	Councillors Employees Contractors Volunteers Hirers	H	M	<p>Employees and those listed who are suspected to have Coronavirus are to quarantine themselves in accordance following Government guidelines.</p> <p>Other persons who may have been exposed to Coronavirus have been instructed by Government guidance to quarantine themselves.</p> <p>Employees and any other persons listed who have returned from category 1 countries should quarantine themselves, even if they do not show any symptoms.</p>	Y	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>Current Government guidelines will be adhered to at all times.</p>



				Employees and other persons listed who have returned from category 2 countries should quarantine themselves if they start showing symptoms of the coronavirus.		
Contact with packages or items handled by persons who may be exposed to Coronavirus	Councillors Employees Contractors Volunteers Hirers	L	L	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	Y	Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the Gov.UK website wherever possible.
Disposal of waste that may be contaminated by a Coronavirus sufferer/ member of the public, i.e. public waste bins, personal protective equipment (PPE), etc	Councillors Employees Contractors Volunteers Hirers	H	M	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put into a plastic bag and tied. The plastic bag should then be placed in a second bin bag, tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y	Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the Gov.UK website wherever possible.
Contracting and spreading of infection	Councillors Employees Contractors Volunteers Hirers	H	L	Basic infection controls should be followed as recommended by Public Health England/Wales: Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away. Wash your hands with soap and water often – use hand sanitiser gel if soap and	Y	Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and Gov.UK websites where possible. Contact the police if an employee feels threatened due to violence and aggression.

			<p>water are unavailable.</p> <p>Regular communication /updates with all employees and person listed (including signage) and all to follow Government guidance on social distancing and current situation.</p> <p>Try to avoid close contact with people who are unwell by maintaining the recommended social distance guidance. Clean and disinfect frequently touched objects and surfaces.</p> <p>Do not touch your eyes, nose or mouth if your hands are not clean.</p> <p>Follow advice NALC/SALC regarding services that can/are to be suspended.</p> <p>Administrative employee(s) are to work from home as much as possible.</p> <p>Suspend non-essential meetings (core meetings only and use virtual platforms where possible).</p> <p>Public Health England (PHE) recommended PPE available and to be worn.</p> <p>Separate risk assessment for vulnerable employee(s) or those persons listed to be carried out on an individual basis.</p> <p>Voting to be carried out electronically where possible.</p> <p>All non- critical buildings/services suspended/closed (including public buildings, toilets etc) in line with current Government guidance on social distancing.</p> <p>Website to be updated with regular service updates wherever possible.</p> <p>All play areas, open gyms and hire of buildings closed with immediate effect, with signage posted in line with Government guidance on social distancing.</p>	<p>Persons worried about symptoms should call NHS 111 and NOT go to their GP or other health care centre.</p> <p>Where eligible, employees are strongly advised to take part in the Government’s testing programme for Covid-19 and ensure that the results are communicated to the relevant persons. Action will be taken following the result and a decision will be made to inform other potential persons at risk.</p> <p>When the Government guidance allows re opening of parks and outdoor facilities these are to have their own Coronavirus risk assessments performed and put in place to adhere to all safety control measures and help prevent the risk of transmission as much as possible.</p>
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Employee(s)/ Councillor wellbeing – mental health	Councillor Employee Contractors Volunteers Hirers	H	M	Keep in very regular contact with employee(s)/ Councillors and any persons listed.	Y	Provide support to persons needing it. Additional support can be found here: Useful contact numbers <ul style="list-style-type: none"> <li>• Childline: 0800 111</li> <li>• Samaritans: 116 123</li> <li>• MIND: 0300 123 3393</li> <li>• Age UK: 0800 169 6565</li> <li>• Domestic Violence Hotline: 0808 2000 247</li> </ul>
Beechwood Hall	Hamsey Parish Council's responsibility as Sole Trustees of Beechwood Hall & Rural Park	M	L	Have a management team specifically to address any problems that arise and make important decisions on the best interests of Beechwood Hall & Rural park and the grounds. Financial expenditure and incomings are dealt with by a financial adviser separate to the RFO of the Parish Council	Y	Regular meetings of the management team to address anything flagged up. At least two meetings per year as well as an AGM  To continue to keep separate accounts for both Beechwood Hall and Rural Park and Hamsey Parish Council
Water Legionella Risk	Beechwood Hall premises	H	L	Using advice from NALC publications during the Coronavirus outbreak, the need to be vigilant in preventing Legionella at Beechwood Hall has been identified. Regular flushing of taps and toilets has occurred throughout the whole period of the hall being closed.	Y	To continue to flush toilets and run taps for a minimum of 5 minutes every 2/3 days until the hall is open for business as usual Advice will be sought if required from NALC and SALC on dealing with Legionella.
Working from home	Employee(s) Councillors	M	L	Ensuring all employee(s) and Councillors have access to all the necessary equipment they require to carry out their roles To ensure that Employee(s) and Councillors have a safe working environment at home. To make sure all working from home ensure they have a break every hour for 5 minutes if using a screened device	Y	The Parish Council has ensured the use of technology for anyone in need of it: I e. Use of laptop/ phone for Parish Clerk and Councillors that have requested this.

Working in the Office	Employee(s) Contractors Councillors	M	L	To ensure all persons are aware of the protocols to follow in adhering to the risk management measures all ready set out in this document. Reminder of washing hands frequently, disposal of waste process and Government guidelines on social distancing. To keep number of persons in the building to a minimum to prevent the risk of transmission.	Y	To follow all control measures in cleaning of work spaces, touch surface areas such as door handles, light switches before and after shifts. To always keep in with the Government guidelines on social distancing at all times away from colleagues and peers. Where persons can not social distance then to work side by side as opposed to face to face to minimise risk.

July 2020