

## Risk Assessment

Branston and Mere Parish Council



24	Employment of staff	Sudden loss of key personnel.	Detailed job descriptions in place for all staff. Use of Job Centre, References requested, Formal Contract issued.		M	H		Council	Existing Procedures adequate	Yes	No
25	Contracts	Poorly specified	Detailed job specification Full review of all employment policies carried out annually		L	M		Clerk	Existing Procedures adequate	Yes	Yes
26	Illegal Workers	Employing non-eligible staff.	Request work permit		L	M		Clerk	Existing Procedures adequate	Yes	Yes
27	Staff Training	Insufficient skills	Consideration of need when courses available. Training sought when needed. Training policy adopted	Training policy in place.	L	L		Clerk	Existing Procedures adequate	Yes	No
28	Councillors Training	Councillors acting inappropriately	LALC training courses available All new members issued with guidance		L	L		Clerk	Existing Procedures adequate	Yes	Yes
29	Code of Conduct	Cllrs Failure to declare a criminal offence.	Failure to update interests within 28 days Periodic agenda item to remind members to review their interests. Encourage best practice and regular updates. Standard agenda item to declare interests	ROI is available via a link to NKDC website	L	M		Councillors	Existing Procedures adequate	Yes	Yes
30		Cllrs acting independently or bullying		Grievance policy adopted and updated annually	L	H				No	No
	<b>Safety</b>										
31	<b>Handyman Activities</b>	Toxic/Hazardous Materials	COSHH report for all items stored	Separate storage for flammable products within container.	L	M		Handyman	Existing Procedures adequate	Yes	Yes
32		Lone working	Two handymen employed - always work together on dangerous jobs. Risk assessment for tasks carried out. Handyman to phone in before and after tasks involving higher level of risk, although these will be kept to a minimum . Must always carry a mobile		L	H		Clerk & handyman	As required.	Yes	Yes

Risk Assessment											
33	Volunteer Activities	Risk to safety of volunteers assisting the handymen or called upon as part of the Community Emergency Team.	Safety briefings, PPE Issued, First Aid Training. Extremely rare occurrence for volunteers to work alongside the handymen. Unnecessary now we have two.			L	H		Clerk & handyman	As required.	Yes
34	Clerk's Activities	Clerk meeting parishioners one to one	Second person informed of meeting and if deemed appropriate a chaperone will be in attendance			L	M		Clerk	As required	Yes
35	IT Equipment	Use of DSE	DSE Workstation check carried out Jan 2025 Correct monitor risers and chairs purchased in Jan 2025			L	L		Clerk	Ongoing	Yes
36		Electrocution	Annual PAT testing			L	H		Clerk	Annual inspection	Yes
37		Vibration	PPE Issued with current and future equipment meeting vibration standards/requirements			L	M		Handyman & Clerks	As required	Yes
<b>Assets</b>											
38	Street Furniture	Loss or damage.	Covered by Insurance			M	L		Clerk & Council	Annual in May	Yes
		General deterioration	In house maintenance			M	L		Handyman & Clerks	On going	Yes
39	Play Equipment.	General deterioration	Annual inspection	Inspected annually		M	M		Handyman & Clerks	Annual - August	Yes
			In house checks & maintenance	Logged by handymen							
			Asst Clerk attended RoSPA training 2024								
40		Play areas Safer surfaces - Risk of trips	Monthly checks undertake by handymen. Risks mitigated through appropriate action			H	M		Handyman & Clerk	On going	No
41	Pavilion	Injury to the General Public	Professional Annual and regular in house checks & maintenance			L	H		PI & Handyman /Clerks	Annual & Quarterly	Yes
42		Fire	Annual inspection of Fire Extinguishers.	Annually		L	H		Clerk	August	Yes
43		Electrocution	Annual Electrical Inspections of equipment conducted. (PAT)	Annually		L	H		Clerk	Nov	Yes
			5 year inspection of system							18 July 1905	Yes
			Annual Boiler service							Nov	Yes
44	Astro Court	Injury to the General Public	Covered by Insurance			M	M		Clerk and Handyman	Yes	Yes
			Professional quarterly service & annual inspection	Ongoing quarterly checks through Tech Surfaces						Quarterly	
			In house checks	Weekly						weekly	



Medium	Serious Injuries																						
Low	Minor Injuries																						
<b>Business Effect Definitions</b>																							
High	Has a significant financial effect or detrimental impact on the good standing and running of the PC																						
Medium	Has a noticeable financial effect or major impact on the good standing and running of PC																						
Low	Has a minor financial effect or limited impact on the good standing and running of the PC																						
<b>Risk Definitions</b>																							
Untolerable	Action must be taken to resolve Risk																						
Undesirable	Action should be taken to resolve Risk down to ALARP																						
Tolerable	No further action required																						
<b>ALARP Definition</b>		As Low As Reasonably Practicable - Would normally only be used for Safety Risk, however would be prudent to also use against Business Risks																					
	The key question in determining whether a risk is ALARP is the definition of reasonably practicable. This term has been enshrined in the UK case law since the case of Edwards v. National Coal Board in 1949. The ruling was that the risk must be significant in relation to the sacrifice (in terms of money, time or trouble) required to avert it: risks must be averted unless there is a gross disproportion between the costs and benefits of doing so. Including gross disproportion means that an ALARP judgement in the UK is not a simple cost benefit analysis, but is weighted to favour carrying out the safety improvement. However, there is no broad consensus on the precise factor that would be appropriate.																						
Probabilities		<b>Effects</b> <table border="1" data-bbox="651 945 1267 1363"> <tr> <td>High</td><td>Medium</td><td>Low</td></tr> <tr> <td>Very High</td><td></td><td></td></tr> <tr> <td>High</td><td></td><td></td></tr> <tr> <td>Medium</td><td></td><td></td></tr> <tr> <td>Low</td><td></td><td></td></tr> </table>			High	Medium	Low	Very High			High			Medium			Low						
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<b>DOCUMENT HISTORY</b>																							
Responsible Committee		Full Committee																					
Approval by		Full Committee																					
Date of approval/adoption		19 <sup>th</sup> May 2025																					
Minute reference		17251																					
Date for next review		May-26																					