

## **YATTON PARISH COUNCIL**

**Full Council - 11 February 2019**

### **Agenda item 7: Risk assessment**

#### **Report of the Clerk**

1. This report summarizes the risks the Parish Council is exposed to. Risks come in various form but the main ones are: risk of injury to staff, risk of injury to members of the public using council property, risk of loss of or damage to council property and risk of unlawful action.

2. Risk management involves (a) reducing the likelihood of a risk occurring and (b) reducing the impact on the Parish Council if a risk does occur. (a) is achieved by (for example) regular inspection of assets, the maintenance of an up-to-date asset register and effective internal control procedures. (b) is achieved mainly through insurance cover.

3. As regards (a) Yatton Parish Council's assets, both land and equipment, are regularly inspected by staff. The Clerk holds certificates covering the electrical system, fire alarm and emergency lighting. The PAT testing of all equipment was carried out 28<sup>th</sup> November 2018 parts of which will be required annually. The Clerk has carried out a fire risk assessment for Hangstones Pavilion and all necessary extinguishers, fire doors and signage are present. The fire alarm system and emergency lighting is regularly tested and is serviced annually. The water system at Hangstones was tested for Legionella with all chlorination and scaling maintenance work fully carries out August 2018. There is an annual inspection requirement under regulation for testing Legionella in public buildings. The First Aid boxes for Hangstones and staff members have been updated so all contents and eye station are compliant. First Aid training has been done by the Clerk and groundsman Pete Moorman in April 2017 and Lucy Kehoe (Admin) and groundsman Jeff Shipway Nov 18 , this will need renewing every three years or at a change of staff as necessary. The Parish Council's books and records are available for inspection by any councillor on demand and without notice.

4. As regards (b) the Parish Council's insurance covers (1) buildings and contents insurance for Hangstones and Rock Road (2) all risks insurance for equipment (3) public liability insurance of £12 million (4) employer's liability insurance of £10 million (5) libel and slander insurance (6) tractor insurance (7) legal expenses insurance (8) personal accident insurance for employees and Councillors (9) fidelity guarantee insurance of £500,000 (fidelity guarantee insurance is against the risk that an employee will make off with the Parish Council's funds). The level of cover is reviewed annually or more frequently if necessary. The Parish Council instruct a three year insurance contract and the current contract with Zurich ends 1<sup>st</sup> April 2019 (Agenda item 8).

5. As a further aid to risk assessment the Finance, Personnel & Administration Committee agreed in 2009 to the purchase of software specifically aimed at parish council risk assessment called Local Council Risk System (LCRS). LCRS asks for every risk facing the Parish Council to be assessed for likelihood and impact, in each case as 1 Low, 2 Medium or 3 High. The two scores are then multiplied and if the result is 4 or over the risk is scored as requiring action. This happens unless one or other of the scores is Low. The Clerk has also undertaken a series of Risk Assessments for individual tasks carried out by staff and all other key areas of risk that are not specifically covered under the LCRS and allows them to be bespoke. She has also done the same for the two events of Christmas Lights display and switch on and the Remembrance Sunday parade in terms of the role the Parish Council carries out at the event.

6. I attach a summary report from LCRS and I will bring a few copies of a full report (48 pages) to the meeting. In the past vandalism has scored highly but this year I have kept the risk of vandalism to Low as a result of experience over the past year. The score could of course be changed if our experience changes.

7. In my view the Parish Council's management of risk is satisfactory but I would welcome members' comments.

8. The internal auditor recommends that the summary report should be signed off by the Chairman and Clerk and I ask the Committee to authorise this.