



St. Erth

Parish Council

RISK REGISTER

Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and successfully execute its’ strategies. Risk Management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance, and a requirement in accordance with the Joint Panel on Accountability & Governance (JPAG), and the Council’s Standing Orders and Financial Regulations. This document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. This register should be added to as and when new risks are identified, should be reviewed regularly and forms part of the Council’s overall Risk Management Strategy.

For each identified area of risk, its impact (I) and its probability (P) are assessed as either high (H), medium (M) or low (L) and multiplied together to give a risk rating in accordance with the following table:

Impact (I) \ Probability (P)	Minor (1)	Moderate (2)	Major (3)
	Likely (3)	High (6)	High (9)
Possible (2)	Low (2)	Medium (4)	High (6)
Unlikely (1)	Low (1)	Low (2)	Medium (3)

Risk rating Total (RR)	Action
High (6-9)	Immediate action required
Medium (3-5)	Risks to be reduced so far as reasonably practicable
Low (1-2)	Monitor & reduce further where reasonable & practicable

GENERAL RISK ASSESSMENT

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Assets	Damage to physical assets, contents of Vestry Room, Chain of Office	Council, Electors	<ul style="list-style-type: none"> Property damage included in insurance cover which is reviewed annually Chain of Office kept at the home of the Clerk except when used and included under All Risks insurance which is reviewed annually 	<ul style="list-style-type: none"> Continue with current controls 	M2	L1	L2
	Security of buildings amenities and equipment	Council, Electors	<ul style="list-style-type: none"> Vestry Room is kept locked and keys held by Clerk & Chair Fire equipment checked annually All amenities located in public open spaces and monthly inspections carried out 	<ul style="list-style-type: none"> Continue with current controls 	M2	M2	M4
Business Continuity	Inability for Council to meet and hence carry out its statutory function	Council, Electors	<ul style="list-style-type: none"> Standing Order 28 allows for Urgent Action between meetings 	<ul style="list-style-type: none"> Review all policies as per Policy Review Schedule 	L1	M2	L2
	Loss of Council records	Council, Electors	<ul style="list-style-type: none"> All records kept electronically and backed up regularly 	<ul style="list-style-type: none"> Review document storage & accessibility Make password securely available 	L1	M2	L2
Clerk	Long term absence or loss of Clerk	Council	<ul style="list-style-type: none"> CALC available for advice on appointment of interim Clerk Recruitment process in place 	<ul style="list-style-type: none"> Continue with current controls 	L1	H3	M3
Contracts	Lack of relevant paperwork	Council, Contractors	<ul style="list-style-type: none"> Contracts issued & reviewed as relevant Contractors Risk Assessments & Public Liability insurance checked and held on file 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Council Records	Loss through damage, fire or corruption of computer	Council, Electors	<ul style="list-style-type: none"> Computer has anti-virus protection & regular back ups Historic paper documents are stored at Kresen Kernow archives Current records are stored in Vestry Rooms / Clerk's house 	<ul style="list-style-type: none"> Review document storage Arrange to take latest minutes to Kresen Kernow Look into secure storage of legal documents 	M2	M2	M4

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Data Protection	Failure to handle documents correctly	Council	<ul style="list-style-type: none"> • Policies are in place in line with GDPR legislation 	<ul style="list-style-type: none"> • Continue with current controls 	L1	M2	L2
	Freedom of Information request	Council	<ul style="list-style-type: none"> • Registered with ICO • Policies in place in line with GDPR legislation 	<ul style="list-style-type: none"> • Continue with current controls 	L1	L1	L1
	Wrongful use of data with unauthorised access of IT files	Council, Electors	<ul style="list-style-type: none"> • Office laptop, datafiles and finance systems are password protected • Signed up for advice from SW Cyber Resilience Centre 	<ul style="list-style-type: none"> • Continue with current controls 	L1	M2	L2
Legal Liability	Contract disputes	Council	<ul style="list-style-type: none"> • Legal expenses included in insurance cover which is reviewed annually • Take advice from Council's legal advisor 	<ul style="list-style-type: none"> • Continue with current controls 	L1	M2	L2
	Damage to third party property or injury to individuals due to Council provisions of services / amenities	Council, Users of services	<ul style="list-style-type: none"> • Public Liability & Employers Liability are included in insurance cover which is reviewed annually • See separate risk assessments relating to Allotments, Cemeteries, Playgrounds, Public Toilets & Vestry Rooms 	<ul style="list-style-type: none"> • Action any defects as soon as possible after notification 	L1	M2	L2
	Injury to council members or employees	Councillors, Staff	<ul style="list-style-type: none"> • Personal Accident, Employer's Liability and Public Liability included in insurance cover which is reviewed annually 	<ul style="list-style-type: none"> • Continue with current controls 	L1	M2	L2
	Liability as a consequence of asset ownership	Council, Electors	<ul style="list-style-type: none"> • Legal expenses and Libel & Slander cover are included in insurance cover which is reviewed annually 	<ul style="list-style-type: none"> • Continue with current controls 	L1	M2	L2
	Non-compliance with Employment Law	Council	<ul style="list-style-type: none"> • Contract of employment should be issued when new Clerk starts • Salary is reviewed annually and this review documented 	<ul style="list-style-type: none"> • Continue with current controls 	L1	M2	L2

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Legal powers	Illegal decisions made	Council	<ul style="list-style-type: none"> Council now has CiLCA qualified Clerk & has adopted the General Power of Competence Any Working Parties or Committees have clear Terms of Reference which are reviewed annually Advice sought from CALC if required 	<ul style="list-style-type: none"> Continuous professional development of Clerk essential 	L1	M2	L2
Members Interests	Conflict of interest	Council, Councillors	<ul style="list-style-type: none"> Councillors have a duty to declare any interest at the start of a meeting and ensure it is recorded Ensure Councillors offered relevant training Advice sought from Monitoring Officer if required 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
	Non-compliance with statutory requirements	Council, Councillors	<ul style="list-style-type: none"> Register of Interest forms are completed on Councillors appointment and lodged with the Principal Authority 	<ul style="list-style-type: none"> Registers should be reviewed annually 	L1	M2	L2
Minutes & Agendas	Failure to ensure legal, timely and accurate reporting	Council	<ul style="list-style-type: none"> Minutes & Agendas are produced and displayed according to legal requirements Draft minutes are circulated to Councillors before the next Council meeting, when they are approved and signed by Chair Draft minutes are displayed on website when seen by Councillors 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Reputation	Reputational damage due to poor decision making or poor implementation	Council, Councillors	<ul style="list-style-type: none"> Business conducted at the Council is managed by the Chair with the Clerk's advice on process Act according to the Code of Conduct Adhere to adopted Standing Orders, Financial Regulations and other policies Polices are reviewed regularly as per the Policy Review Schedule 	<ul style="list-style-type: none"> Review Councillors training 	L1	M2	L2

FINANCIAL RISK ASSESSMENT

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Accounting	Non-standard and/or non-compliant records kept	Council, Electors	<ul style="list-style-type: none"> All expenditure is presented to Council monthly for approval Annual checks are carried out by the Internal Auditor Monthly checks on all transactions are carried out by a Councillor, who is not a signatory 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Annual Return	Non-compliance with audit requirements	Council, Electors	<ul style="list-style-type: none"> Annual checks are carried out by the Internal Auditor Audit Reports are analysed and appropriate action taken 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
	Fine resulting from late submission	Council, Electors	<ul style="list-style-type: none"> Return is approved by Council in correct order and submitted to External Auditor within appropriate timeframes 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Banking	Payment arrangements	Council, Electors, Contractors	<ul style="list-style-type: none"> Regular monthly payments are presented to Council for approval in April for the financial year All expenditure is present to Council monthly for approval, backed up by associated invoices Where possible payments are made online 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
	Inadequate checks	Council, Electors	<ul style="list-style-type: none"> Two authorised Councillors sign the payments schedule For cheque payments the two Councillors who have signed the cheque also initial the cheque stub Monthly bank reconciliations are carried out by a Councillor, who is not a signatory 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
	Illegal expenditure	Council, Electors	<ul style="list-style-type: none"> All payments made, whether by cheque or online, require dual authorisation 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Cash	Loss through theft	Council, Electors	<ul style="list-style-type: none"> Council has no petty cash or float. Any transactions by the Clerk are backed up by receipts & reimbursed monthly adhering to the Council's Expenses Policy 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L2
Election costs	Risk of contested election	Council	<ul style="list-style-type: none"> Maintain an adequate earmarked reserve Risk is higher in election year 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Income	Lack of income	Council, Electors	<ul style="list-style-type: none"> Regular review of cemetery charges in line with budget setting 	<ul style="list-style-type: none"> Continue with current controls 	M2	M2	M4
	Loss of income	Council, Electors	<ul style="list-style-type: none"> Lease agreements in place for allotment tenants with annual invoicing Vacant allotments advertised as relevant Budgetary process in place All burials / memorials recorded 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L2
Insurance	Inadequate cover	Council, Electors	<ul style="list-style-type: none"> An annual review is taken of all insurance arrangements including the asset register 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
	Risk to third party, property or individuals	Council, Electors	<ul style="list-style-type: none"> Public Liability, Employers Liability, Fidelity Guarantee, Property, Personal Accident for Councillors & Employees and Legal Expenses are all included 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
	Money & Loss of Revenue	Council, Electors	<ul style="list-style-type: none"> The Council does not use Petty Cash The Council is rarely paid in cash 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Payroll	Incorrect calculations and/or illegal expenditure	Council, Electors, HMRC	<ul style="list-style-type: none"> The Clerk's basic monthly salary is approved each April and paid by faster payment on the last working day of each month PAYE calculations are included with the monthly payment schedules Any additional hours are approved by Council and paid in arrears All payments must be dual authorised 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Precept	Inadequacy of precept to allow Council to carry out its statutory duties	Council, Electors	<ul style="list-style-type: none"> The proposed budget is presented to Council with explanatory notes Full discussion takes place to include standing costs and projects for the following year before a precept is agreed Reasonable reserves are kept in case of overspend 	<ul style="list-style-type: none"> Continue with current controls 	L1	L2	L2
	Inadequate monitoring of performance	Council, Electors	<ul style="list-style-type: none"> The Clerk presents a quarterly Budget Update The Council is able to satisfy itself that sufficient funds are available prior to making unbudgeted expenditure 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
VAT	Failure to record	Council, Electors	<ul style="list-style-type: none"> The Clerk enters details of each invoice on the cashbook when payment has been authorised 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
	Failure to reclaim	Council, Electors	<ul style="list-style-type: none"> The Clerk makes a claim each year for the previous financial year A list of relevant invoices has to be submitted with the claim so amounts are checked when the list is drawn up 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2

ALLOTMENTS RISK ASSESSMENT

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Fencing	Injury due to defects	Tenants, Staff	<ul style="list-style-type: none"> Regular inspections and repairs carried out as necessary 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Gate	Injury due to defects	Tenants, Staff	<ul style="list-style-type: none"> Regular inspections and repairs carried out as necessary 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Ground maintenance	Risk of slips, trips or falls from uneven ground	Tenants, Staff	<ul style="list-style-type: none"> Tenants are responsible for maintaining their paths and assisting in maintenance of common paths Regular inspections 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Lease	Failure to enter agreement	Council	<ul style="list-style-type: none"> Keys not handed over until tenancy agreement signed and payment made 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Pandemic	Transmission of infectious disease	Tenants, Staff	<ul style="list-style-type: none"> Notice to remind tenants of importance of good hygiene at all times 	<ul style="list-style-type: none"> Monitor government guidance 	L1	L1	L1
Plot maintenance	Plot is not kept maintained to an acceptable level	Council, Tenants	<ul style="list-style-type: none"> All Tenants sign a tenancy agreement setting out implications of not maintaining their plot 	<ul style="list-style-type: none"> Continue with current controls 	M2	L1	L2
Tools & equipment	Risk of injury	Tenants	<ul style="list-style-type: none"> Tenants are responsible for using any equipment in line with manufacturers guidelines and wearing appropriate protective clothing / footwear 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Trees	Injury from branches	Tenants	<ul style="list-style-type: none"> Inspected regularly and repairs carried out as necessary 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Vacant plots	Area becomes overgrown	Council, Tenants	<ul style="list-style-type: none"> Vacant allotments are advertised 	<ul style="list-style-type: none"> Continue with current controls 	M2	L1	L2
Vandalism	Financial cost	Council	<ul style="list-style-type: none"> Regular inspections Public Liability included in insurance cover which is reviewed annually 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Weed killers & pesticides	Risk of injury	Tenants	<ul style="list-style-type: none"> It is the responsibility of all tenants to use all chemicals in line with manufacturers guidelines and store them securely 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1

CEMETERY RISK ASSESSMENT

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Burials / Cremations	Burying someone in the wrong plot	Council, Public Contractors,	<ul style="list-style-type: none"> • Good communication between the Clerk, Funeral Directors and Grave Diggers • Paperwork for interments in place 	<ul style="list-style-type: none"> • Review EROB records • Adopt Grave Digging Policy • Agree process to approve Grave Diggers 	L1	H3	M3
	Graves being dug out of allocated area	Council, Public	<ul style="list-style-type: none"> • Good communication between the Clerk, Funeral Directors and Grave Diggers 	<ul style="list-style-type: none"> • Adopt Grave Digging Policy • Agree process to approve Grave Diggers 	L1	M2	L2
	Quality of burial	Council, Public	<ul style="list-style-type: none"> • Grave Diggers required to provide risk assessments & method statements 	<ul style="list-style-type: none"> • Adopt Grave Digging Policy • Agree process to approve Grave Diggers 	L1	M2	L2
	Inadequate records	Council, Staff	<ul style="list-style-type: none"> • Paperwork for interments & memorials in place to ensure correct records • Electronic register being set up to include required information • Member of ICCM for advice if needed 	<ul style="list-style-type: none"> • Review the historic records 	M2	M2	M4
Gates	Injury due to defects	Contractors, Public, Staff	<ul style="list-style-type: none"> • Regular inspections & repairs carried out as necessary 	<ul style="list-style-type: none"> • Continue with current controls 	L1	M2	L2
Grass Cutting	Lack of relevant paperwork	Council, Contractors	<ul style="list-style-type: none"> • Contracts issued & reviewed every 3 years • Contractor's Risk Assessments & Public Liability insurance checked and held on file 	<ul style="list-style-type: none"> • Continue with current controls 	L1	M2	L2
Ground Maintenance	Risk of slips, trips or falls from uneven ground	Contractors, Public, Staff	<ul style="list-style-type: none"> • Public Liability included in insurance cover which is reviewed annually • Regular inspections and repairs carried out as necessary • Grave Diggers required to supply risk assessments & method statements 	<ul style="list-style-type: none"> • Adopt Grave Digging Policy • Agree process to approve Grave Diggers 	L1	M2	L2
Litter	Environmental	Contractors, Public, Staff	<ul style="list-style-type: none"> • Litter bin provided 	<ul style="list-style-type: none"> • Continue with current controls 	L1	L1	L1

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Machinery	Injury	Contractors, Public, Staff	<ul style="list-style-type: none"> Contractors & Grave Diggers Risk Assessments & Public Liability checked and held on file Contractors to manage use according to their Risk Assessments 	<ul style="list-style-type: none"> Adopt Grave Digging Policy 	L1	M2	L2
Memorials	Injury due to unsafe monuments	Contractors, Public, Staff	<ul style="list-style-type: none"> All new monuments compliant with current NAAM safety regulations 	<ul style="list-style-type: none"> Adopt Memorial Management Policy 	L1	M2	L2
Memorial Benches	Injury due to damaged bench	Contractors, Public, Staff	<ul style="list-style-type: none"> Regular inspections & repairs carried out as necessary 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Pandemic	Transmission of infectious disease	Contractors, Public, Staff	<ul style="list-style-type: none"> Funeral Directors are complying with current government legislation 	<ul style="list-style-type: none"> Monitor government guidance 	L1	L1	L1
Trees	Injury due to falling branches	Contractors, Public, Staff	<ul style="list-style-type: none"> Three yearly Tree Safety Report and remedial work carried out as identified Public Liability included in insurance cover which is reviewed annually 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Vandalism	Injury due to damage caused	Contractors, Public	<ul style="list-style-type: none"> Regular inspections Public Liability included in insurance cover which is reviewed annually 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
	Financial cost	Council	<ul style="list-style-type: none"> Property damage included in insurance cover which is reviewed annually 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Vegetation	Injury due to stings, cuts, poisoning / Damage to memorials, plants & wildlife	Contractors, Public, Staff	<ul style="list-style-type: none"> Checks carried out for hazardous vegetation as part of regular maintenance Any hazardous vegetation reported as relevant and removed by suitably qualified contractor 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2

PLAYGROUNDS RISK ASSESSMENT

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Anti-social Behaviour	Intimidating other users	Contractors, Public, Staff	<ul style="list-style-type: none"> Regular engagement with PCSO Report issues via 101 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Bins	Injury due to defective equipment	Contractors, Public, Staff	<ul style="list-style-type: none"> Monthly inspection carried out by SWPSI and repairs carried out as necessary 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Fencing	Cuts due to defective fencing	Contractors, Public, Staff	<ul style="list-style-type: none"> Monthly inspection carried out by SWPSI and repairs carried out as necessary 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Gates	Entrapment	Contractors, Public, Staff	<ul style="list-style-type: none"> Monthly inspection carried out by SWPSI and repairs carried out as necessary 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Grass Cutting	Lack of relevant paperwork	Council, Contractors	<ul style="list-style-type: none"> Contracts issued & reviewed every 3 years Contractor's Risk Assessments & Public Liability insurance checked and held on file 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Litter	Environmental	Contractors, Public, Staff	<ul style="list-style-type: none"> Litter bins provided Contractor engaged to empty bins 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Machinery	Injury	Contractors, Public, Staff	<ul style="list-style-type: none"> Contractors Risk Assessments & Public Liability checked and held on file Contractors to manage use according to their Risk Assessments 	<ul style="list-style-type: none"> Adopt Grave Digging Policy 	L1	M2	L2
Paths & open space	Dog fouling leading to infection Injury due to attack	Contractors, Public, Staff	<ul style="list-style-type: none"> 'No dogs allowed' signs in place 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
	Risk of slips, trips & falls	Contractors, Public, Staff	<ul style="list-style-type: none"> Inspected regularly for safety defects e.g. potholes, glass etc. Contractor removes grass cuttings from walkways Public Liability included in insurance cover which is reviewed annually 	<ul style="list-style-type: none"> Continue with current controls 	M2	M2	M4
Pandemic	Transmission of infectious disease	Contractors, Public, Staff	<ul style="list-style-type: none"> None currently 	<ul style="list-style-type: none"> Monitor Government Guidance 	M2	L1	L2

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Benches / Picnic tables	Injury due to lack of maintenance	Contractors, Public Staff	<ul style="list-style-type: none"> Monthly inspection carried out by SWPSI and repairs carried out as necessary Budget made available for repairs & maintenance 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Play Equipment	Injury due to defective equipment	Public	<ul style="list-style-type: none"> Annual inspection carried out by qualified inspector & repairs carried out based on report Monthly inspection carried out by SWPSI and repairs carried out as necessary Hazardous equipment removed from use / fenced off and signs put up Phone no available for public to report defects 	<ul style="list-style-type: none"> Continue with current controls 	M2	M2	M4
	Injury due to falls	Public	<ul style="list-style-type: none"> Information provided to report any accidents Public Liability included in insurance cover which is reviewed annually 	<ul style="list-style-type: none"> Continue with current controls 	M2	L1	L2
Trees	Injury due to falling branches	Contractors, Public, Staff	<ul style="list-style-type: none"> Three yearly Tree Safety Report and remedial work carried out as identified Council responds to complaints from members of the public if concern raised about condition of trees 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Vandalism	Injury due to damage caused	Contractors, Public, Staff	<ul style="list-style-type: none"> Regular inspections Public Liability included in insurance cover which is reviewed annually 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
	Financial cost	Council	<ul style="list-style-type: none"> Property damage included in insurance cover which is reviewed annually 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Vegetation	Injury due to stings, cuts and poisoning Damage to memorials, plants & wildlife	Contractors, Public, Staff	<ul style="list-style-type: none"> Checks carried out for hazardous vegetation as part of regular maintenance Any hazardous vegetation reported as relevant and removed by suitably qualified contractor 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2

PUBLIC TOILETS RISK ASSESSMENT

Area	Hazard	People at risk	Control Measures	Actions required	P	I	R
Cleaning	Transmission of diseases due to inadequate cleaning	Contractors, Public, Staff	<ul style="list-style-type: none"> Toilets cleaned daily Contractor provides Risk Assessment & Cleaning Method Statements 	<ul style="list-style-type: none"> Regular check of premises by staff 	L1	M2	L2
Electrics	Injury due to faulty wiring / electrics	Contractors, Public, Staff	<ul style="list-style-type: none"> EICR (Fixed Wire test) carried out every 5 years 	<ul style="list-style-type: none"> Next EICR (Fixed Wire test) due July 2025 	L1	M2	L2
Flooring	Risk of slips, trips or falls from uneven ground	Contractors, Public, Staff	<ul style="list-style-type: none"> Adequate lighting provided Public Liability included in insurance cover which is reviewed annually Regular inspections and repairs carried out as necessary 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Hygiene	Transmission of diseases due to poor hygiene	Contractors, Public, Staff	<ul style="list-style-type: none"> Soap & water are available at all times for handwashing Driers are provided Notices to promote good handwashing techniques 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Legionella	Risk of infection	Contractors, Public, Staff	<ul style="list-style-type: none"> Legionella Risk Assessment carried out every 2 years Monthly legionella samples taken by Cormac Responsible Person appointed and training completed Oct 23 	<ul style="list-style-type: none"> Complete Written Scheme of Control 	L1	H3	M3
Pandemic	Transmission of infectious disease	Contractors, Public, Staff	<ul style="list-style-type: none"> Notice to remind users of importance of good hygiene at all times 	<ul style="list-style-type: none"> Monitor government guidance 	M2	L1	L2
Waste Material	Possible cross contamination from discarded or stored waste	Contractors, Public, Staff	<ul style="list-style-type: none"> Cormac have provided method statements for managing waste removal Regular check of premises by staff 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Water	Water leak	Council	<ul style="list-style-type: none"> Monthly check of meter reading 	<ul style="list-style-type: none"> Continue with current controls 	M2	M2	M4

VESTRY ROOMS RISK ASSESSMENT

Area	Hazard	People at risk	Control Measures	Actions required	P	I	RR
Building	Structural defects Asbestos	Council, Public, Staff	<ul style="list-style-type: none"> Weekly visual checks carried out Buildings insurance in place and reviewed annually 	<ul style="list-style-type: none"> Recent valuation by surveyor highlights current issues including damp, woodworm, timber decay - decision needs to be taken regarding repair or sale of building Ensure insurance is valid when renewed due to current non-use 	H3	M2	H6
Electrics	Injury due to faulty wiring / electrics Lighting failure	Council, Public, Staff	<ul style="list-style-type: none"> EICR (Fixed Wire test) to be carried out every 5 years 	<ul style="list-style-type: none"> Get EICR done PAT testing to be carried out if building used for meetings 	L1	M2	L2
Fire	Risk of injury / death	Council, Public, Staff	<ul style="list-style-type: none"> Fire Escape routes kept clear Fire extinguisher checks carried out annually 	<ul style="list-style-type: none"> Sort out all loose paperwork Fire extinguisher checks not carried out in 2023 as building not in use 	L1	L1	L1
General	Slips / trips / falls	Council, Public, Staff	<ul style="list-style-type: none"> Weekly visual checks carried out 	<ul style="list-style-type: none"> Continue with current controls 	L1	L1	L1
Legionella	Risk of infection	Council, Public, Staff	<ul style="list-style-type: none"> Water currently turned off to building 	<ul style="list-style-type: none"> If turned back on will need to carry out water testing and Legionella RA 	L1	H3	M3
Meetings	Issues with access	Council, Public, Staff	<ul style="list-style-type: none"> Meetings not currently held here 	<ul style="list-style-type: none"> Continue with current controls 	L1	M2	L2
Security	Theft / vandalism	Council	<ul style="list-style-type: none"> Building is locked Relevant insurances are in place and reviewed annually 	<ul style="list-style-type: none"> Ensure insurance is valid when renewed due to current non-use 	L1	L1	L1
Pandemic	Transmission of infectious disease	Council, Public, Staff	<ul style="list-style-type: none"> None currently as meetings not currently held here 	<ul style="list-style-type: none"> Monitor government guidance 	L1	L1	L1
Water	Water leak	Council	<ul style="list-style-type: none"> Water currently turned off to building 	<ul style="list-style-type: none"> Continue with current controls 	M2	M2	M4