

Risk assessment form

Activity: Age of workers	Assessment date: 21/07/2025	Review date: 07/2026
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Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Personal injury	All Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> • Provide all employees with sufficient information, instruction, training and supervision to carry out their activities. • Record training, etc. • Restrict activities where identified and required. • Tailor activities to capabilities of individual. 	<p>Introduction of staff appraisal system from April 2022 to identify issues, monitor and implement any actions as necessary.</p> <p>Review job specifications as required.</p>	M	Clerk/in association with all staff

Completed and signed by: B. Walton (Clerk to the Council)

Date: 21/07/2025

Risk assessment form

Activity: First aid

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Personal injury	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> • Provide a first aid box at Kilham Hall and Kilham Hall Meeting Rooms with the correct contents and review annually. • Check the contents of the first aid box and replace contents when used annually. • Remove items that should not be kept in a first aid box. • Provide signage to advise on the location of the first aid box. • Provide signage to advise who to contact for first aid. • Provide first aid kits for mobile workers and/or for remote locations. 	<p>Consider staff training.</p> <p>Monitor and review in line with changes to health and safety legislation</p>	L	Clerk/ in association with all site staff

Completed and signed by: B. Walton (Clerk to the Council)

Date: 21/07/2025

Risk assessment form

Activity: Use of contractors

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Use of contractors - Various injuries.</p>	<p>Employees / Volunteers / Members of the public Contractors</p>	<ul style="list-style-type: none"> • All electricians used are NICEIC registered. • Work of all contractors is monitored by site staff. • Contractors are not to be left unattended when carrying out work • Copy of health and safety policy obtained from all contractors. • Contractors asked to produce risk assessments for the associated work activities. • Contractor to have public liability insurance cover of at least £5 million. • Contractors handling sanitary waste, herbicides, pesticides for example or materials identified under the COSHH legislation to have appropriate licence. • Records of monitoring activities kept. 	<p>Monitor and review as necessary in line with any actions throughout the year, input from insurance company and legislative changes.</p> <p>PC to use contractors who have a previous working history with the PC or on recommendation from CDC or other governing body.</p> <p>Undertake inspection of contractors credentials.</p>	<p>L</p>	<p>Site staff via Clerk</p>

Completed and signed by: B. Walton (Clerk to the Council)

Date: 21/07/2025

Section 3: Financial Procedures

Set out below are the risk assessments for the following management procedures;

1. Financial/ Insurance

Risk assessment form

Activity: Financial & Insurance		Assessment date: 21/07/2025	Review date: 07/26		
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Physical assets – buildings and contents	Employees/ Volunteers/ Hirers	<ul style="list-style-type: none"> • Insurance values index linked annually. • Up to date register of assets 	Review as necessary/annually.	Low	Clerk / RFO
Public Liability	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Existing cover – £10m 	Index linked – review annually via insurance company	Low	Clerk / RFO
Loss of cash theft/ dishonesty	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Current insured value £150K (Fidelity Guarantee) • N/A – don't handle cash 	Review annually	Low	Clerk / RFO
Money (in premises/ transit)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Loss of cash & non-negotiable money - £350-£2500 dependant on circumstances • N/A – don't handle cash 	Review annually /safe used	Low	Clerk / RFO
Employers public liability insurance	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Existing cover - £10m 	Review annually/monitor sector requirements	Low	Clerk / RFO
Personal accident	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • £100K per person maximum 	Review annually/ monitor sector requirements.	Low	Clerk / RFO

Regular maintenance arrangements for physical assets	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Playing fields/play equipment /Gym Equipment - P.C Staff weekly/daily inspections. (CDC approx.6/8 weekly) and annual inspections by competent person. • Use of appropriate contractors re GC. maintenance. • Contracts held for utilities in all buildings • PLEASE REFER TO GROUNDS MAINTENANCE RISK ASSESMENT AND RISK ASSESSMENT FOR EACH BUILDING/ OUTDOOR ACTIVITY 	Review and monitor as required	Low	Clerk / RFO
Professional services (projects/ planning)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Use CDC/YLCA advice/guidance – specialist external agencies & professionals as required. 	Rigorously monitor as needed/use Financial Regulations/ Standing Orders.	Low	Clerk / RFO
Register of members interests/ gifts/ hospitality	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Members completed Register of Interest forms. • Supplemented by declarations personal/prejudicial interests at meetings/ as appropriate. 	Reviewed at full/bye elections/annually as appropriate. Members can undertake training – update in line with changes in legislation.	Low	Clerk / RFO
Investment/ cash flow	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Gifts/hospitality declared separately as necessary. 	Review & monitor all Banks/Building Societies or other institutions used by the PC re coverage/level (£) for compensation by the Financial Services Compensation scheme. Monitor bank charges/interest rates.	Low	Clerk / RFO
Personnel Staff sickness Staff Pensions Redundancies	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • All staff NALC/SLCC national pay terms/conditions/approved by PC. • Contracts of employment in place. • In-house staff cover for most posts/activities/functions. • If long term sickness absence insurance cover in place if work related injury/accident, contingency reserve in budget if required. • Provision in budget. 	<p>Review annually.</p> <p>Clerk absence - External locum support needed (additional monies can be vired if necessary)</p> <p>Monitor implications of automatic enrolment legislation</p> <p>External HR support in place as required.</p>	Low	Clerk / RFO

			Business Contingency Plan in place.		
Expenditure approval/ includes petty cash and postage/ salaries	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Control by Financial Regulations/Standing Orders. Clerk/RFO certifies invoices – two Members confirm BACS payments – PC approve & minute. 	Update of Standing Orders and Financial Regulations/ reviewed as appropriate in line with NALC guidance.	Low	Clerk / RFO
Internal controls of expenditure and income	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Income – Clerk/RFO handles separately (Int. Aud. monitors) Expenditure – budget/exp/bank rec monitored by PC. (Int. Aud. quarterly reports to PC.) Additional quarterly Bank verification by Member appointed as Internal Auditor 	Maintain controls update re changes in legislation.	Low	Clerk / RFO
Income from charges	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Reviewed Annually/budget setting time – PC approved and minuted – Internal Auditor advised 	Review annually each Financial Year	Low	Clerk / RFO
Financial records kept in accordance with statutory requirements	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Records kept in line with Gov.Audit Regulations 2018. Professionally Qualified Internal Auditor/RFO 	NALC advise/guidance followed	Low	Clerk / RFO
Conducting business activities within Council's legal powers	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Expenditure controlled via Council Financial Regulations and minuted. Clerk/RFO seeks advice as needed. Section 137 expenditure recorded separately. 	Training as available/advice and guidance via NALC/YLCA	Low	Clerk / RFO
Libel/ slander claims	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Insurance cover £250K in place 	Review annually	Low	Clerk / RFO
Payroll/ pension regulations/ legislation – HMRC (tax/ insurance)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Warrens GBC generate payroll and HMRC payments on behalf of the Parish Council. Submission annual returns HMRC via Warrens. Monthly HMRC payments made by the Clerk/RFO, authorised by 2 members and PC Approved and minuted. 	Returns to be monthly. Update/review legislative changes as required	Low	Clerk / RFO

		<ul style="list-style-type: none"> Keep updated with legislative changes as required (HMRC/NALC) 			
Customs and Excise Regulations (HMRC – VAT)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Completion of VAT returns/Monitor Regulations 	Advice as needed from HMRC/NALC	Low	Clerk / RFO
Annual precept/ budget	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Budget requirements identified when setting precept/2 monthly budget statement provided to PC 	Maintain budgetary control reports(Monitor Audit Reg changes- advice/guidance NALC/ Int Auditor)	Low	Clerk / RFO
Section 137 – funds to local community bodies/local/national charities	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> All requests to PC/identified in Minutes/nationally advised with regard to annual increases which are reported by Clerk/RFO to PC. 	Continue to monitor legislative changes	Low	Clerk / RFO
Accurate reporting of Council business	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> All Council Minutes approved at following Parish Council Meeting held monthly. Draft mins produced. 	Continue to monitor legislative changes Continue procedures as per Standing Orders	Low	Clerk / RFO
RFO responsibilities Employer Liability – corporate manslaughter Document/ computer records security	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> £10M insurance cover. Metal cabinets used/work backed up on external/removable hard drives for each member of office staff. Emails managed and backed up. Asset records held by PC/ some records and title deeds with PC solicitor and some in metal filing cabinet within the office. 	Monitor/update any legislative changes in procedures-advise PC of `good practice` Review annually/in line with sector requirements	Low	Clerk / RFO
Responders to electors wishing to exercise rights of inspection	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Public notices of Annual Audit displayed Freedom of Information Act – processes/ policies in place 	Respond to any legislative changes/requests from electors	Low	Clerk / RFO
Banking arrangements	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Clerk/RFO daily administration. Bank signatories reviewed by PC 	Monitor arrangements annually	Low	Clerk / RFO

Proper document control	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Data stored in fireproof cupboards as appropriate. electronic back-up used as required 	Monitor and review any required by legislative changes	Low	Clerk / RFO
Outsourcing of services	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Use specialist professional services as required Tenders/estimates obtained – in line with Financial Regulations/Standing Orders. Wherever possible contractors obtained via guidance from CDC. 	Update as legislation requires	Low	Clerk / RFO
Adoption of Code of Conduct for members and employee contracts	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Codes of Conduct signed/ Contracts of Employment signed. 	Monitor and review changes as required by legislation. Member training on role/responsibilities.	Low	Clerk / RFO
Procedures for dealing with enquiries from the public	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Compliance with Freedom of Information Act/ Audit Governance Regulations updated. 	Update legislation as necessary/respond to requests from electors as appropriate	Low	Clerk / RFO
Staff salary payments	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Warrens GBC generate payroll. Chairman and Clerk checks Warrens GBC documentation BACS internet payment system operation by Clerk/RFO. Authorised by members 	Monitor & review as required by legislation.	Low	Clerk / RFO
Insurance cover	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Cover level reviewed annually – best value obtained. Insurance cover is on a 3-year contract. Currently in year 3. 	Monitor & review annually or obtain fixed term agreement- obtain best value Obtain up to date valuations of fixed assets to ensure cover is suitable.	Low	Clerk / RFO
Council expenditure	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Prepare annual budget/ members monitor 2 monthly. 	Monitor & review as required by legislation changes	Low	Clerk / RFO

Audit – Internal/ external	Employees / Volunteers/ Hirers	• Compliance with latest Audit and Governance Regulations	Monitor & review changes in legislation.	Low	Clerk / RFO
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Completed and signed by: B Walton (Clerk/RFO to the Council)

Date: 21/07/2025

Section 4: Buildings

Set out below are the risk assessments for the following management procedures;

2. Electricity
3. Fire
4. Community Centre and Meeting Rooms

Please also refer to the adopted Health and Safety Policy

Risk assessment form

Activity: Electricity

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Physical injury - Personal injury. - Death.</p> <p>Fire - Property damage.</p>	<p>Employees / Volunteers Members of the public Contractors Building hirers</p>	<ul style="list-style-type: none"> • Building wiring inspection – 5 yearly by qualified electrician. • Portable appliance testing regime annually by an external organisation. • Visual inspection of portable electrical appliances by users. • Employee training on safe use of electrical equipment. • Provision of adequate electrical sockets to reduce requirement for extension leads and overloading of sockets. • Residual current device protection for high risk portable electrical equipment. • No use of personal portable electrical equipment unless has had portable appliance testing. • Defect reporting system for electrical installation and portable electrical equipment together with quarantine and replacement procedures. • Removal of all defective equipment immediately. • Portable electrical equipment brought onto site tested under portable appliance testing regime. • Local electrician on call. 	<p>Monitor and review as required in line with current legislative requirements</p>	<p>L</p>	<p>Caretaker in association with Clerk</p>

Completed and signed by: B. Walton (Clerk to the Council)

Date: 21/07/2025

Risk assessment form

Activity: Fire*

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
General	Employees/ Public	<ul style="list-style-type: none"> • Fire Alarm systems have been installed in Kiham Hall. • Fire extinguishers have been provided to all areas/buildings. Regularly inspected and replaced where required. • Fire door inspections carried out in 2024 • The Alarm system & extinguishers checked by an external body-records maintained. • A Fire log book is kept and is fully up-to-date. • Fire evacuation procedures have been updated and displayed in all notice boards and communication to all hirers. • Fire exit signs are clearly displayed. • Fire signs illuminated. • Fire alarm tested weekly. • Annual electricity test undertaken at all sites 	Maintain procedures/keep abreast of new legislation – implement as appropriate	L	Caretaker/ Clerk
Rubbish and Waste	Employees/ Public	<ul style="list-style-type: none"> • Rubbish and waste are not allowed to accumulate and is removed regularly. • All areas are cleaned on a regular basis. (CDC/PC) • Bins are locked and/or within a compound area at all premises. 	PC staff continue weekly inspections –contractor’s work (CDC) is monitored.	L	Caretaker/ Clerk
Electricity	Employees/ Public	<ul style="list-style-type: none"> • Fixed electrical installations are checked by a competent electrician. • Portable appliances are checked annually by a competent electrician. • Records of these checks are fully maintained. • Portable appliances also visually checked by staff before use. • Hirers/facility users advised re PAT testing of their equipment. <p>PLEASE ALSO REFER TO ELECTRICITY RISK ASSESSMENT</p>	Continue as opposite/update as required	L	Caretaker / Clerk
Smoking	Employees/ Public	<ul style="list-style-type: none"> • `No Smoking` signs supporting current legislation are in place throughout Kilham Hall. • Caretaker present at start/end of each hire to monitor. 	Maintain rigorous supervision of hirers		Caretaker / Clerk

Kitchens	Employees/ Public	<ul style="list-style-type: none"> All equipment has been installed by competent supplier. The equipment is regularly inspected and records maintained. Heat/carbon monoxide detectors are installed. The gas cooker extraction system is regularly checked and cleaned. Fire extinguisher/blanket has been provided. Instruction given to all hirers relating to the use of equipment 	Maintain rigorous control/update as required by legislation		Caretaker / Clerk
Heating Appliances	Employees/ Public	<ul style="list-style-type: none"> Portable electric or gas heaters are kept to an absolute minimum. The heating system is fully maintained by an external organisation. No articles are allowed to be placed on the heaters. Daily checks of all systems in Kilham Hall. Radiator/ thermostatic valves fitted Weekly checks by Caretaker. 	Maintain all checks– increase as needed		Caretaker / Clerk
Hazardous Substances	Employees/ Public	<ul style="list-style-type: none"> All hazardous substances are kept to a minimum. All hazardous materials are stored in appropriate containers. All hazardous substances are kept in secure areas only accessible to staff. Caretaker maintain locked storeroom and monitor stock levels <p>PLEASE ALSO REFER TO CLEANING RISK ASSESSMENT</p>	Maintain and monitor.		Caretaker / Clerk
Arson	Employees/ Public/Skate Park/Play grounds/GC & sports pavilions	<ul style="list-style-type: none"> Security of all areas is regularly reviewed/liaison with public/local residents for support - Liaison with the Police/CDC has been achieved. Staff regularly observe for inappropriate behaviour. Vandalism and Graffiti is monitored & rectified as required. 	Maintain excellent working relations with other professionals/local residents as opposite re formal/informal monitoring of outdoor/indoor sites as appropriate. Request assistance with removal of large objects e.g. CDC fly tipping section		All staff as required.
Contractors Work	Employees/ Public	<ul style="list-style-type: none"> All contractors are checked for activities involving ‘hot work’. All contractors are monitored to ensure they work safely. <p>PLEASE ALSO REFER TO USE OF CONTRACTORS RISK ASSESSMENT</p>	Continue as opposite – update if legislation requires		Caretaker / Clerk

Completed and signed by: B. Walton (Clerk to the Council)

***Please refer to separate risk assessment undertaken by a competent fire officer in 2023. This will be reviewed annually and remedial work required as identified.**

Date: 21/07/2025