

# **ALPRAHAM PARISH COUNCIL**

## **RISK ASSESSMENT**

### **PURPOSE OF DOCUMENT**

This document is produced to enable the Parish Council to assess the risks it faces and to satisfy itself that it has taken adequate steps to minimise those risks. This will enable the Council to make an adequate declaration in its return to the external auditors.

The risks have been divided into several categories as detailed below. In each category the actions currently taken to manage risks are recorded.

### **FINANCIAL CONTROL**

The Council seeks to maintain financial control by a number of mechanisms.

#### **Bank Accounts**

The Council has one bank account. All monies received are paid into the bank by the Clerk or BACS. All payments are made using cheques drawn on the principal account. Four Councillors, together with the Clerk, are authorised signatories and all cheques require two signatures. No petty cash is handled, the Clerk purchases stationery, stamps, etc and claims reimbursement, all reimbursements have support documentation and are audited by the Internal Auditor when he/she audits the Annual Accounts.

#### **Annual Budget**

The Council produces a budget annually, usually in December. The budget is set by the Parish Council and then presented to full Council for discussion and approval. The Precept is set on the basis of the budget.

#### **Auditing of Accounts**

An internal auditor assists the Council to ensure that controls are properly exercised. The accounts are audited each year by external auditors appointed by the Audit Commission.

#### **Insurance**

Members of the Council regularly carry out visual inspections of its assets to ensure that health and safety obligations are met. The Council has insurance cover which would enable it to meet any third party liability which it might face should an incident occur and the council be found in default of its duties.

#### **Best Value**

In the event that major expenditure be necessary, the council would seek competitive quotations.

### **PLAYGROUND**

The Parish Council has insurance in place to meet the requirements of the playground.

Cheshire East conducts an Annual Inspection and Three Monthly Inspections, as well as unrecorded visual checks when the bin is emptied or any other work is carried out. In addition, to meet insurance guidelines, the Parish Council operate a weekly visual inspection on a monthly rota basis and submit a weekly report to the Clerk. Any problems or maintenance required is monitored until completion. RoSPA have been commissioned to do an annual inspection and supply a risk assessment.

Any defects found are fixed as soon as possible with the equipment taken out of use if necessary until the defects have been rectified. A copy of the weekly visual inspection form, together with a copy of the rota, (Appendix I(a) and I(b)).

Public Liability Insurance is in force to cover any accidents to users of the playing fields and equipment.

## **EMPLOYEES**

Insurance is in place to cover the Employer's Liability relating to any employees of the Parish Council.

## **XMAS LIGHTS**

On an annual basis volunteers acting on behalf of and with the authority of the parish council install and maintain Christmas tree lights in the centre of the village. These lights are active for the Christmas season but are left in place on the tree in terms of logistics. The risks and procedures in place are shown in Appendix III

## **LITTER PICKING**

Safety instructions and procedures are in place are set out in Appendix II. The Parish Council has Public Liability insurance in place and all volunteers are covered.

## **DEFIBRILLATOR**

The Defibrillator, situated on the old phone box at the bottom of Hilbre Bank, will be checked as part of the Playing Field Inspection.

# ALPRAHAM PARISH COUNCIL

## Routine Playground Inspection Report – Weekly

Inspector:.....

Equipment	Equipment Sound and Safe to Use					Repairs Required
	Date					
Access Gate to Park						
Litter Bin						
Single Toddler Swing						
Single Toddler Swing Framework						
See Saw						
See Saw Surface						
Junior Swings						
Toddler Swings (Twin)						
Junior/Toddler Swings Framework						
Junior/Toddler Swings Surface						
Inspection of Defibrillator Check Security of Location						
Inspection of Defibrillator Check in working order						
General Area Free From: Litter Broken Glass Dog Waste						
Information Signs						

Report to be returned to the Clerk at the end of the month. If urgent action is required this should be dealt with at once.

<p>Clerk: S Stockton Tel: 01829 260167 Email: <a href="mailto:alprahampc@hotmail.co.uk">alprahampc@hotmail.co.uk</a></p>
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Revised : January 2019  
Minute Ref:

Approved at Parish Council  
Meeting : January 2019

## APPENDIX I (b)

**ALPRAHAM PARISH COUNCIL****PLAYING FIELD INSPECTIONS' ROTA 2019**

<b><u>Month</u></b>	<b><u>Name of Inspector</u></b>	<b><u>Report Received</u></b>	<b><u>Findings</u></b>
January 2019	Jeff Crook		
February 2019	Liz McElroy		
March 2019	Simon Crank		
April 2019	Steve Sparks		
May 2019	M Caputo		
June 2019	Ruth Wilson		
July 2019	Peter Howson		
August 2019	Alan McLennan		
September 2019	Jeff Crook		
October 2019	Liz McElroy		
November 2019	Simon Crank		
December 2019	Steve Sparks		

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# RISK ASSESSMENT for ALPRAHAM CLEAN TEAM

## RISK RATING MATRIX

Probability	Severity	Risk
Probable = 3	Critical = 3	6 - 9 = High Risk
Possible = 2	Serious = 2	4 = Medium Risk
Unlikely = 1	Minor = 1	1 - 3 Low Risk

Location: Alpraham Parish

Identify People at Risk: Volunteers

Details of operation or work activity undertaken: Team Litter Pick by Residents of Alpraham.

Hazards	Initial Risk			Controls / Safeguards / Precautions	Residual Risk			Initial once implemented
	P	S	RR		P	S	RR	
<ul style="list-style-type: none"> <li>Personal Injury; cuts and grazes</li> <li>Nettle/insect stings</li> <li>Sunburn</li> </ul>				<ul style="list-style-type: none"> <li>First Aid bag available or phone emergency services if required.</li> <li>No unprotected feet – wear sturdy shoes, boots or trainers</li> <li>Wear suitable clothing (gloves at all times, sleeves and trousers)</li> <li>In hot weather, wear hat and use sunblock when needed</li> <li>All volunteers to use litterpickers to collect rubbish - NEVER scoop up items by hand</li> <li><b><u>Be wary of uneven ground and trip hazards including trailing vegetation</u></b></li> </ul>	1	1	1-3	
<input type="checkbox"/> Car Park and Roads				<ul style="list-style-type: none"> <li>Children to remain under supervision and in sight of a responsible adult at all times</li> <li>Briefing to include warning on roads, speed limits and any known hazards</li> <li>Briefing to include warning to always focus when crossing streets and be aware of surroundings at all times</li> <li>Be aware of cars, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles</li> <li>Children not to pick litter from the road but to remain on pavements and paths <input type="checkbox"/></li> <li>Tabards or hi-vis to be worn at all times</li> </ul>	2	1	1-3	

Cuts and possible infection through contact with Sharps and Syringes				<ul style="list-style-type: none"> <li>Volunteers finding syringes should not touch them, but immediately notify the Group Leader who will arrange disposal. All work must then cease in this particular area</li> <li>Do not pick up anything sharp and considered unsafe.</li> <li>Any accidental piercing by syringe should be immediately treated at medical practice or A &amp; E (see below)</li> </ul>	1	1	1-3	
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<input type="checkbox"/> Dog Fouling				<ul style="list-style-type: none"> <li>Advise on issue of dog fouling during the briefing</li> <li>Do not touch dog fouling</li> <li>If a volunteer steps in dog faeces clean shoes <input type="checkbox"/></li> <li>If found warn others in the vicinity</li> </ul>	1	1	1-3	
<input type="checkbox"/> Dogs				<ul style="list-style-type: none"> <li>Staff to maintain vigilance for dogs off leads</li> <li>Dog Walkers in vicinity to be advised by staff of the litter pick and to keep dogs under control</li> </ul>	1	1	1-3	
<input type="checkbox"/> Contact with Hazardous Chemicals				<input type="checkbox"/> Any suspicious drums, materials or containers with contents not identifiable to be left untouched and Environment Agency Pollution Hotline to be contacted (Tel 0800 807 060)	1	1	1-3	
<input type="checkbox"/> Lifting heavy items				<ul style="list-style-type: none"> <li>All volunteers to leave bulky items alone</li> <li>If item to be lifted, only trained staff aware of correct lifting procedure should undertake</li> </ul>	1	1	1-3	
<input type="checkbox"/> Volunteers not familiar with safety procedures				<input type="checkbox"/> All volunteers should be given a briefing Safety Talk, covering the above risks and general information about correct use of the equipment provided.	1	1	1-3	
<input type="checkbox"/> Safeguarding – children and vulnerable adults in a public area				<ul style="list-style-type: none"> <li>All children and any vulnerable adults to be accompanied by responsible adult (parent, carer or teacher) in approved ratios</li> <li>No child to be out of sight of a responsible adult</li> <li>Where DBS is required for individuals this is in place</li> <li>All staff on site to maintain vigilance where members of the public not participating in the event are using the same public space</li> <li>All event volunteers to wear hi-vis vests to allow easy identification</li> <li>Anyone who has concerns for the immediate safety of a child or young person must phone:</li> <li>The Cheshire East Consultation Service (ChECS) on 0300 123 5012 (Monday Thursday 8.30 am - 5pm or Friday 8.30am - 4.30pm). Out of Hours Service (Emergency Duty Team) on 0300 123 5022. Do not hesitate. Seek support and advice immediately.</li> </ul>	1	1	1-3	

Personal Protective Equipment Needed	Provided by	Group Leaders	Nearest Telephone	Nearest 24 hour Hospital with A&E
Litter Picker Hi-Vis Vests Gloves	ANSA to Clean Team in Alpraham and Alpraham Parish Council	Liz McEloy (contact number will be given to volunteers on the day of the Litter Pick.	Personal mobile phones or The Tollemache Public House	Address: Leighton Hospital, Middlewich Road, Crewe and Nantwich  Phone: 999 in emergency

## **APPENDIX III**

# **ALPRAHAM PARISH COUNCIL**

### **XMAS LIGHTS**

This risk assessment is to ensure the safe operation of the lights during the winter season.

#### **Potential hazards**

1. Fall risk for persons maintaining the lights on the tree
2. Potential electrocution for persons maintaining the lights and the general public

#### **Persons at risk**

1. Parish councillors and their co-opted assistants
2. Members of the public

#### **Frequency and duration of the risk**

1. On an annual basis the lights are connected as a single event including checking of the installation and disconnected as a single event.
2. The lights remain in place for approximately one month

#### **Controls required**

1. The lights are powered from a socket within the phone box which is a correct weatherproof socket complete with a timer. This socket should be checked by an electrician and recorded every year.
2. Prior to each use and periodically during the Christmas season the socket should be inspected for damage by one of the parish councillors or their co-opted assistants and if there are any concerns an electrician should be instructed to inspect and repair and submit a detailed invoice for payment by the Parish Council.
3. The cable that runs from the lights to the phone box is coiled up and secured / stored at high level within the Yew tree on a permanent basis. This is accessed by a stepladder, uncoiled and lowered to ground level. The cable is terminated with a standard fused three pin plug, the entire installation is earthed.



4. A timber pole is securely attached to the steel fencing adjacent to the phone box to form a catenary system. The cable is passed from the tree to the top of the pole where it is securely fixed and then the cable runs to the top of the phone box and down the inside to the socket. The height of the catenary cable is approximately 2.5 to 3.0 M above ground level.
5. The lights are switched on and checked that they are illuminating. Should there be a problem with the lighting that requires access up into the tree this will be gained either by a ladder (secured) or a mobile elevated work platform (as used for the initial installation) as appropriate.

### **Monitoring**

1. The catenary system, cable generally and the socket should be checked periodically during the Christmas period for damage and security /stability. This does not need to be a formally recorded inspection, simply observations by local councillors or their co-opted assistants when in the locality.

### **Level of risk**

1. It is considered that provided the controls noted above are followed this installation is low risk