Risk category – 1- Danger to life 2. Danger of serious injury 3. Danger of minor injury 4.Other Risk

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity/Plant/Materials** | **Hazard** | **Risk category** | **Risk Handling** | **Review and Action May 2025** |
| PARISH ASSETS |  |  |  |  |
| Posts in Church Square | Unseen obstruction | 3 | Yearly visual checks on condition | All OK  |
| Benches | May become unsafe to sit on | 3 | Yearly visual checks on condition | All OK  |
| Fences | May fall over and damage something | 4 | Yearly visual checks on condition | All OK |
| Dog Litter Bin | Contents might leakBin could become loose and fall on someone | 3 | Yearly visual checks on condition | All OK |
| Salt Bin | Unintentional entrapment | 3 | Not locked, lid kept closed. | Ok |
| Salt in Salt Bin | Contents become ineffective | 3 | Review and replenish annually | Ok |
| Notice Boards | Could become unstable and fall overDoors could become too stiff to open | 33 | Yearly visual checks on condition | Church Square Notice Board – New one installed March 21Bacons Green Notice Board OK |
| Beacon | Could fall on someone | 2 | Yearly visual checks on condition | OK |
| Village Sign | Could fall on someone | 2 | Yearly visual checks on condition | OK |
| Village Green - surface | Could contain trip hazards/potholes | 3 | Yearly visual checks on condition | Surface all OK on inspection |
| War Memorial | Could fall on someone | 2 | Yearly visual checks on condition | Slight Tilt, but OK |
| Flower Troughs | Could break and become sharps hazard | 3 | Yearly visual checks on condition | OK |
| Pump | Could fall on someone | 2 | Yearly visual checks on condition | OK |
| Telephone Box | Could trap someoneBroken glass could be sharps hazard | 33 | Clerk to check on condition every two months | OK - repainted August 2021 |
| CPAD | Might not work | 1 | Monthly checks by EBHW | OK. Pads and battery replaced as necessary |
| Laptop | Electrical faultLoss of dataData stolen | 344 | Keep safe and dryBack up dataGDPR measures in place | Purchased 2024Backed up in cloudIn place  |
| Filing Cabinet | Could fall overCould trap fingers | 3 | Do not over fill top drawerUse sensibly | No problems to report |
| Printer | Electrical fault | 3 | Keep safe and dry | OK |
|  |  |  |  |  |
| INTERNAL CONTROL | **Hazard** |  | **Control Measures** | **Control checks**  |
| Financial management | Inadequate financial control | 4 | Internal Audit performed annually | Yes |
|  |  | 4 | Is all anticipated income received? | Yes. Remittance advice slips saved  |
|  |  | 4 | Is expenditure in line with budget? | Yes. Budget reports at every meeting, virements approved at council |
|  |  | 4 | Expenses properly authorised | Yes. Dual authorisation in place |
|  |  |  | Expenditure properly executed | Yes. Dual control on bank account |
| Liabilities | Underinsured | 4 | Insurance reviewed annually, including review of assets for completeness | Yes – asset check complete  |
| Timeliness of agendas/minutes | Non-compliance with required notice period | 4 | Clerk Check  |  All meetings called correctly |
| Venue for meetings | Electrical fault | 4 | Delegation of responsibilities to Village Hall Management Committee | Delegated |
| Venue for meetings | Village Hall not available | 4 | Book dates as soon as possibleSecondary location would be the Church.  | All meetings OK |
| Online meetings | GDPR breach | 4 | Follow guidelines | Appropriate software used,  |
|  |  |  |  |  |