

The Clerk
Dulverton Town Council
The Council Office
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Risk Assessment

January 2019

Reviewed: 4th December 2020 Reviewed: 9th December 2021 Reviewed: 8th February 2023 Reviewed: 7th May 2024

INTRODUCTION

This risk assessment is reviewed annually by the Legal & Finance Committee who advise the Council accordingly. However specific risk assessments are considered by Council as necessary.

Human Resources:

Members: 10

Employees: 3 Clerk / RFO - Miss Mandy Rose

(Part Time) Administrative Assistant – Mrs Sylvia Gosling

Finance Officer – Mrs Helen Pearce

Regular Casual Staff: 1 Grounds Manager – Mr Andy Takel

1 Grounds Man – Mr Shaun Bryant

Internal Auditor Mr Paul Russell

Annual Play Ground Inspector GB Sport & Leisure

Grounds: Assets:

Kings Corner Recreation Ground Cemetery Store Shed
Barns Close Recreation Ground Sports Field Pavilion
Jury Road Cemetery Sports Field Flood Lights

Abbots Way Pond Play Equipment
Abbots Way Path Tennis Courts

All Saints Churchyard Grounds Machinery & Equipment

Exmoor Lawns Bus Shelter

Lorna Doone Statue War Memorial

Town Benches & Signs Office Equipment

Lion Stables Public Toilet Facilities

Events Equipment Sports Field Sheds x 2

GROUNDS

Risk Identified	Management of Risk	Staff Action	<u>Frequency</u>
Playgrounds:			
Public Liability	Adequate insurance.	Review of premiums by members. Review	Annually
Vandalism	Adequate insurance	of premiums by members.	Annually
	Maintain low hedges.	Grounds man.	As necessary
	All incidences of vandalism to be	Clerk / Members.	Weekly
	reported to the police.		
Public Safety / Equipment	Regular play equipment	Reports to be submitted to a Grounds	
Maintenance.	inspections.	Committee member for authorisation for	Annually
	External play aguinment inspection	action.	
	External play equipment inspection	Appointment of a qualified Play Equipment Inspector.	
Cemetery & Churchyard:		Equipment mapector.	
Public Liability	Adequate insurance.	Review of premiums by members.	Annually
Grave Allocations	Update and cross ref. all burial	Clerk	As necessary.
	books.		•
	Clear grave numbering		Weekly
Unsafe headstones	Regular cemetery inspections	Grounds Man to inspect.	
Abbots Way Pond &			
Path:	Adequate Insurance.	Review of premiums by members.	Annually
Public Liability			
Public Safety	Check fencing intact.	Grounds Committee members to check & report to S.C.C. if necessary.	
Exmoor Lawns			
Public Liability	Adequate Insurance.	Review of premiums by members.	Annually
Public Safety			,
Tools & Equipment	Regular check for maintenance &	Check as to the existence and condition of	Every 6 months'
	existence.	grounds maintenance tools	

ASSETS

Risk Identified	Management of Risk	Staff Action	<u>Frequency</u>	
Lion Stables Public				
Toilets				
Public Liability	Adequate insurance.	Review of premiums by members.	Annually	
Vandalism	Adequate insurance. Damage to be reported to DTC	Review of premiums by members Assess if closure necessary	Annually As necessary	
	immediately by the cleaner	Assess if closure necessary	7.6	
Equipment Maintenance	Adequate insurance	Review of premiums by members.	Annually	
	Cleaning	ATac Cleaning contracted	Daily	
	Regular inspections	Members	Weekly	
Hygiene Issues	Regular waste collection	South West Hygiene	Constant	
Public Safety	Mobile no. provided for use in an	Phone held by a current member.	Constant	
Electrical Faults	emergency. 07946 893596 Condition reports & certification		Annually	
Legionella	Adherence to legionella		7	
259.61.6114	compliance procedures			
Bus Shelter:				
Vandalism	Adequate Insurance	Review of premiums by members.	Annually	
Town Signs & Lorna				
Doone Statue	A least of the second	De la constant de la constant	A II	
Vandalism	Adequate Insurance	Review of premiums by members.	Annually	
Town Seats & Benches	A de suceta la susana se	Deview of a service as how as sub-service	A	
Vandalism	Adequate Insurance Regular Inspections	Review of premiums by members. Members	Annually Annually	
Condition Machinery	Regular Hispections	Weitibers	Ailitually	
Theft & breakdown	Adequate insurance	Review of premiums by members	Annually	
Tools & Equipment	Regular check for maintenance &	Check as to the existence and condition of	Every 6 months'	
10013 & Equipment	existence.	grounds maintenance tools		
Street Furniture/ Dog			Annually.	
Bins	Adequate insurance	Review of premiums by members		
Loss or Damage	Regular check for maintenance &	Check as to the existence and condition.		
Risk/damage to third	existence.			
party/property			Amarialli	
Notice Boards	Adequate insurance	Review of premiums by members	Annually.	
Loss or Damage Risk/damage to third	Regular check for maintenance &	Check as to the existence and condition.		
party/property	existence.	Shock as to the existence and condition.		

FINANCES

Risks Identified	Management of Risk	Staff Action	<u>Frequency</u>
Cheques:			
Embezzlement	Adequate fidelity insurance	To be reviewed by members.	Annually
	Two cheque signatories required.	Mandate required for 4 members to act as signatories.	As necessary
Fraud	Cheque stubs to be initialled.	Signatories	As necessary.
	All invoices to be signed.	Signatories	As necessary.
	Copies of bank statements to be shredded.	Clerk	As necessary.
Overpayment	Approval of all payments minuted.	Clerk/ Members.	As necessary.
Loss	Invoices to be checked & signed.	RFO/ Signatories.	As necessary.
	Check details to be recorded on receipt.	RFO.	As necessary.
	Cheques to be entered into the cash	RFO	As necessary.
	book and deposited as soon as		
Dalit Card	practically possible.		
Debit Card	As above		
Cash Book &			
Financial Statements:			
Incorrect Entries &	Reconciliation with bank statements.	To be carried out by RFO and checked	Quarterly
Accounting		by a member.	
Incorrect VAT	To be checked and signed.		Quarterly
Calculation			
Salaries:			
Incorrect amount.	Check appropriate minute.	RFO	Monthly
Incorrect Rate	Check contract.	RFO	Monthly
Incorrect Calculation of	To be checked with PAYE & N.I. codes	RFO.	Quarterly
PAYE & N.I.			
Contributions			
Precept;			
Not Submitted	Full T/C. minute.	Members - following budget meeting. RFO	Annually
Not Paid.	S.C. to be contacted.		As necessary.
Grants			-
Power to Pay	Check relevant minute	Clerk/ Members to verify	

OFFICE / DOCUMENTS / COMPUTER

Risk Identified Management of Risk		Staff Action	<u>Frequency</u>	
Office:				
Forced Entry.	Ensure the installation of the appropriate number of secure locking devices.		Ongoing	
Location of Keys	Maintain a key holder's register and use a key box.	Clerk to update.	As necessary	
Staff Security	Curtains for privacy when cash being counted. Internal bolt.			
Working at Height	The use of a step ladder.	All accidents to be recorded in accident book.		
Slips, Trips and Falls	Housekeeping duties to be performed on a regular basis.	Annual check of all electrical		
Electrical	Staff to report defective plugs, damaged cables/equipment. Defective equipment removed and replaced.	appliances.		
	Staff informed not to bring in their appliances.	Fire extinguisher available.		
Fire	No hazards blocking exits. No trailing leads. Floor covering intact.	Advice sought from local fire service officer.		
Documents:				
Theft / Fire	Installation of safe.	General maintenance	As required.	
Loss	Adequate insurance Maintain a 'corries' register. Copies withheld prior to distribution.	Review of premiums by members Clerk to maintain. Clerk	Annually As necessary. As necessary.	
Disposal of Sensitive	Use of a shredder	Clerk to maintain.	As required.	
Documentation				
Computer: Crash & Loss of Documentation & Information.	Back up disk maintained. Hard copies of all documentation and corries kept.	Clerk to maintain Clerk	As required. As required.	
	corries kept.			

STAFF / MEETINGS

Risk Identified	Management of Risk	Staff Action	<u>Frequency</u>
Staff:			
Clerk: Illness / Leave	Agreed action plan for the devolvement of urgent responsibilities.	Administrative Assistant & Members assigned to take over pre-designated responsibilities as planned.	As required.
C/P Supervisor: Illness / Leave	Agreed action plan for the devolvement of urgent responsibilities.	Members / Clerk/ Administrative Assistant assigned to take over pre- designated responsibilities as planned.	As required.
Injury Sustained While on Duty.	Adequate insurance.	Review of premiums by members.	Annually
Stress	Staff understand what their duties & responsibilities are. 'No bullying' policy. Staff can talk to Clerk/Chair if feeling unwell etc.	Remind staff that they can speak confidentially to Clerk/Chair (on a noblame basis!) if they are feeling unwell or ill at ease because of work.	As required
Meetings: Location unavailable.	Book the Town Hall or use the Council Office as appropriate.	Clerk/ Administrative Assistant	As necessary.