



DULVERTON

GATEWAY TO EXMOOR

www.dulvertontowncouncil.co.uk

The Clerk

The Council Office
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Risk Assessment

January 2019

Reviewed: 4th December 2020

Reviewed: 9th December 2021

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: (Part Time)	2 Clerk / RFO - Miss Mandy Rose Administrative Assistant – Mrs Sylvia Gosling
Regular Casual Staff:	1 General Grounds Man – Mr Andy Takel 1 Cemetery Groundsman – Mr Andrew Nicholas 1 Parish Lengthsman – Mr Shaun Bryant
Internal Auditor	Mrs Alison Marshall
Annual Play Ground Inspector	GB Sport & Leisure

Grounds:

Kings Corner Recreation Ground
Barns Close Recreation Ground
Jury Road Cemetery
Abbots Way Pond
Abbots Way Path
All Saints Churchyard
Exmoor Lawns

Assets:

Cemetery Store Shed
Sports Field Pavilion
Sports Field Flood Lights
Play Equipment
Tennis Courts
Grounds Machinery & Equipment
Bus Shelter
Lorna Doone Statue
War Memorial
Town Benches & Signs
Office Equipment
Lion Stables Public Toilet Facilities

GROUNDS

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

ASSETS

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

FINANCES

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

STAFF / MEETINGS

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