

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

Detail of Review / Amendment / Addition	Person Completing Review / Amendment / Addition	Reviewed and approved for issue by	Date
	L Hooper	PC Meeting	February 2023 meeting approval

Assessment Completed by	L Hooper
Location	East Challow
Date	
Adopted by East Challow Parish Council on	
Date for Review	

Record of Review, Amendment and Additions

Key:

LIKELIHOOD (L) = Frequent (5), Probable (4), Occasional (3),
Improbable (2), Remote (1)

SEVERITY(S) = Catastrophic (5), Major (4), Reportable (3), Serious
(2), Minor (1)

DEGREE OF RISK (DR) = LIKELIHOOD x SEVERITY

RESIDUAL RISK * is the level of risk that remains after suitable and sufficient control measures are introduced and is deemed to be acceptable.

This risk assessment covers General matters; separate risk assessments will be carried out as required for events.

INSURANCE: The level of employee and public liability insurance cover to be reviewed by the Council at renewal each year.

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	ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK*		
				L	S	DR		L	S	DR
	Section 1	Physical risks to people								
1	Bus Shelters. Telephone Box	Public	1. Tripping on uneven surfaces	3	2	6	<ul style="list-style-type: none"> · Council inspections carried out every 3 months · Damage to be reported to the Clerk · Maintenance / repair undertaken quickly · Annual check by competent person · Notices maintained · Included on Council insurance policy · Telephone box houses defibrillator 	2	2	4
			2. Injury from damaged structure	1	3	3		1	2	2
2	Notice Boards	Public	1. Injury from damaged/falling notice board(s)	1	1	1	<ul style="list-style-type: none"> · Regular inspections · Damage or injury to be reported to the Clerk promptly; · Clerk to take necessary action to make notice boards safe. 	1	1	1
			2. Roadside safety - boards falling into road	1	2	2		1	1	1
3	Dog Bins	Public	1. Injury from damaged dog bin	2	1	2	<ul style="list-style-type: none"> · Inspections to be carried out every 3 months. · Damage or injury to be reported to the Clerk promptly 	1	1	1
			2. Handling of contaminated waste	3	2	6		2	1	2
			3. Handling of contaminated waste - children	3	3	9		2	1	2

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							<ul style="list-style-type: none"> · Clerk to take necessary action to make dog bin safe. · Only employ approved contractors to empty bins, and ensure regular emptying. · Ensure that the bins have lids and that lids are not damaged 			
4	Footpaths, bridleways and other PROW	Public	1. Injury from tripping or falling	3	1	3	<ul style="list-style-type: none"> · Public to be reminded to report damage or obstructions on footpaths, bridle ways and PROW to the Council. · Council to arrange clearance by notifying the land owner or OCC Countryside team. 	1	1	1
5	Street furniture	Public	1. Risk of injury to third parties due to damaged or unsafe street furniture	1	2	2	<ul style="list-style-type: none"> · Regular inspections · Damage reported to the Clerk · Repairs actioned promptly 	1	1	1

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6	Risk of damage to third party individuals or property	Public	1. Loss, damage or injury, as a result of the Council providing amenities	1	4	4	<ul style="list-style-type: none"> Council insurance policy provides public liability cover of £10M Contractor's PL cover to be minimum of £10M, except in cases where risks to the public are lower 	1	3	3
7	Assets owned by the Council	Council and public	1. Damage, accident or injury to users	1	2	2	<ul style="list-style-type: none"> Regular checking and maintenance Annual inspection Annual review of risk and adequate insurance cover Maintain an up-to-date register of assets 	1	1	1
7b	Infection control (pandemic) - Play area	Public & Staff	1. Risk to staff maintaining equipment 2. Lack of social distancing or other guidelines ignored Contamination of surfaces & equipment 1. Slips and trips 2. Security/stability of memorials	2 2 1 2 2	2 3 3 2 2	6 6 6 2 4 4	Maintenance staff to wear appropriate PPE and ensure social distancing from other users Notices installed informing users tht they do so at their own risk and that they should follow social distancing regulations As above	1 2 2 1 1 1	5 3 3 1 1 1	5 6 6 1 1 1
8	Burial Grounds	General public, including elderly and disabled Contractors	3. Injury during grave digging, mowing or hedge/tree pruning				<ul style="list-style-type: none"> Regular checking and maintenance Ensure gate free of obstacles 			

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							<ul style="list-style-type: none"> Parish Council public liability cover in place Annual topple test Contractors to have own insurance including £10m public liability cover Open graves to be made safe 			
9	Allotments	Public Allotment holders and	1. Injury when accessing site, or on site, or when passing through on footpath.	2	2	4	<ul style="list-style-type: none"> Regular checks Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site • Public to be reminded to remain on the footpath 	1	2	2
	Section 2	Risks to Assets and Council Property								
10	Burial Grounds	Council property	1. Vandalism 2. Loss/theft or damage to gates & fences 3. Trees/hedges	2 1 2	2 1 2	4 1 4	<ul style="list-style-type: none"> Regular checking and maintenance Ensure gate free of obstacles Up to date Asset register and insurance policy Regular check of trees and hedges Maintenance programme in place 	1 1 1	2 1 2	2 1 2
11	Burial Grounds	Parish Council	1. Claims relating to conduct of burial ground	1 2	4 2	4 4	<ul style="list-style-type: none"> Relevant regulations, fees, layout plan etc to be up to date 	1 1	2 2	2 2

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			2. Failure to maintain proper records				. Proper registers to be kept and audited . Regular audit of records by competent person . Parish Council public liability cover in place			
12	Burial Grounds	Public	1. Failure of water supply 2. Vandalism of memorials 3. Dog Fouling	2 2 4	1 2 1	2 4 4	. Regular checking and maintenance	1 1 2	1 2 1	1 2 2
		Public and Allotment holders	1. Poor grounds maintenance resulting in damage to assets 2. Accumulation of rubbish risk of fire and disease 3 Security of site 4. Bonfires – risk of getting out of control 5. Failure of Water supply	1 1 1 2 1	1 1 1 2 1	1 1 1 4 1	. Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site . Tenants notified that Parish Council public liability insurance does not cover plots which are the subject of a tenancy agreement with the Parish Council . Parish Council to maintain public liability cover for allotment holders via membership of National Allotments Society . All equipment to be kept and stored in a safe condition for the public . Regular inspection of plots	1 1 1 1 1	1 1 1 1 1	1 1 1 1 1

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Allotments

13	Allotments		6. Vermin – risk of disease	3	2	6	<ul style="list-style-type: none"> Tenancy agreement to be regularly updated and to include rules pertaining to all significant hazards All plot holders to sign tenancy agreement annually (on take-up or renewal of plot) 	1	2	2
			7. Vandalism	3	1	3		1	1	1
			8. Unoccupied plots – risk of Injury, fire, disease, nuisance	3	1	3		1	1	1
			9. Untidy plots – risk of injury, fire, disease, nuisance	3	1	3		1	1	1
			10. Uncontrolled equipment – risk of injury	1	2	2		1	1	1
			11. Hazardous substances – risk of injury, illness	3	2	6				
14	Trees	Public	1. Risk of injury from falling limbs or trees	2	4	8	<ul style="list-style-type: none"> Survey of all trees to be completed Repeat survey every 5 years Follow-up action as required. Parish Council public liability cover in place Regular inspection for damage Damage reported to the Clerk & prompt action taken to repair 	1	2	2
15	Bus Shelters	Parish Council General public	1. Provision of adequate insurance cover	1	3	3	<ul style="list-style-type: none"> Regular review of insurance Regular inspections Regular cleaning programme Repairs actioned promptly 	1	1	1
			2. Design and position of shelters	1	1	1		1	1	1
			3. Cleaning of shelters	1	1	1		1	1	1
			4. Maintenance of shelters	1	1	1		1	1	1
			5. Vandalism	2	1	2		1	1	1
16	Street furniture	Parish Council	1. Risk of damage	3	1	3	<ul style="list-style-type: none"> Regular inspections Damage reported to the Clerk 	1	1	1

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							Repairs actioned promptly			
17	Assets owned by the Council	Parish Council	1. Loss or damage to assets	3	1	3	. Maintain an up-to-date register of assets . Regular checking and maintenance . Annual inspection . Annual review of risk and adequate insurance cover	1	1	1
18	Defibrillator	Public, including passers-by (non-residents)	1. Loss or theft of defib, 2. public unable to access defib when required 3. mis-use of defib. 4. Defib not working when needed	2 1 1 1	2 5 1 5	4 5 1	. Defib in locked cabinet so not accessible without contacting emergency services, who will provide unlocking code . Defib provides comprehensive instructions to untrained users and will not shock unless medically required . Guardian appointed for defib, with responsibility for checking and simple maintenance . Extensive programme of awareness / training sessions for all residents . Public liability insurance. South Central Ambulance Service state PL insurance not required, but defib covered by Cardiac Science indemnity and Parish Council insurance	1 1 1 1	1 1 1 1	1 1 1 1

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							To be Installed by qualified electrician; next inspection April 2024			
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	Section 3	Financial and Business								
		<small>Risks</small>								
19	Precept	Councillors, Clerk and public	1. Consequential loss of income or overspend 2. Precept inadequate 3. Precept requirements not submitted to VWHDC in time	1 1 1	2 3 1	2 3 1	Monthly review against expenditure and budget (Clerk, RFO and nominated Councillors) Reserves held to cover min 6 to max 18 month's expenditure	1 1 1	1 1 1	1 1 1
20	Financial Accounting	Councillors, Clerk and public	1. Inconsistency in accounts	1	3	3	Bank accounts reconciled monthly by Assistant RFO Accounts reviewed quarterly nominated Councillors Mandatory annual Audits Interim internal audits	1	1	1
21	Cash / Cheques	Councillors, Clerk and public	1. Loss through theft	1	3	3	Fidelity Insurance for loss Minimise use of cash Reviewed quarterly (Clerk, RFO and nominated Councillors)	1	1	1

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							Reduce the use of cheques through electronic banking			
22	Financial control and records	Councillors, Clerk and public	Financial irregularities:				Quarterly review of financial records (Clerk, RFO, and nominated Councillors)			
			Accounts not up to date							
			Payments not supported by invoices, authorised and minuted	1	1	1	Maintain paper bank statements	1	1	1
			VAT checked, recorded and reclaimed	1	2	2	Monthly statement of bank position by RFO	1	1	1
			S.137 expenditure not separately recorded & in limit.	1	2	2	Annual Internal and External audit	1	1	1
			Income not properly recorded and banked	1	2	2	Financial Regulations to be implemented by RFO and checked	1	1	1
			Inadequate security over cash	1	2	2	Debtors chased monthly	1	1	1
			Inadequate records of debit card payments	2	2	4				
			Regular bank reconciliations not regularly completed	1	1	1				
23	Burial Ground Income	Parish Council	1. Fraud regarding burial fees and payments	1	1	1	Annual audit of accounts	1	1	1
			2. Failure to bank income	1	2	2	Parish Council Fidelity insurance	1	1	1
			3. Failure to collect fees	1	2	2	Proper financial controls in place	1	1	1
			4. Failure to review charges	2	1	2	Annual Review of rents and charges	1	1	1
24	Allotment income	Parish Council	1. Failure to review rents and charges	2	1	2	Proper Financial Controls in place	1	1	1
			2. Failure to collect rents and charges	3	1	3	Allotment Management system to be implemented and kept up to date	1	1	1
			3. Failure to maintain accurate records	4	2	8		2	1	2

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							Annual review of rents and charges by Council			
25	Allotment Insurance	Council/Plot holders - insurance	1. Adequate insurance cover – public areas 2. Adequate insurance cover – plot holders	1 4	3 3	3 12	Parish Council Insurance reviewed annually. £10m Public Liability cover held Parish Council to take out Allotment Insurance and recharge to plot holders in rent	1 1	1 1	1 1
26	Rents and leases	Parish Council and tenants	1. Rents due not paid on time (both rental income and rents to be paid) 2. Leases not up to date or inaccurate	1 1	1 2	1 2	Contracts and Leases Register maintained and regularly reviewed Financial controls ensure rents paid and received on time	1 1	1 1	1 1
27	Costs, overheads, expenses and debits	Parish Council	1. Goods not supplied but billed Incorrect invoicing 2. Payments incorrect 3. Loss of stock 4. Unpaid invoices	1 1 1 1 1	2 1 1 1 1	2 1 1 1 1	Invoices regularly checked and reviewed Payments regularly checked and reviewed Regular stock-take	1 1 1 1 1	1 1 1 1 1	1 1 1 1 1
28	Best Value & Accountability	Parish Council	1. Work awarded incorrectly 2. Overspend on services	2 2	2 1	4 2	Councillors must adhere to Financial Regulations All work must be awarded by the Clerk or RFO	1 1	1 1	1 1
29	Budgetary Control	Parish Council and public	1. Annual budget inadequate 2. Budgetary control inadequate	1 1 1	1 1 2	1 1 2	Budget based on last three years expenditure plus known future spend	1 1 1	1 1 1	1 1 1

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			3. General and Ear marked reserves not held at reasonable levels				· Expenditure against budget reviewed monthly · Level of reserves reviewed monthly			
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30	Payroll	Parish Council, staff	1. Salaries paid incorrectly	1	3	3	· Payroll cross-check by RFO	1	1	1
			· Wrong hours				· Payments approved by Council monthly			
			· Wrong rate							
			• Wrong deductions							
			2. False employee	1	3	3	· Interim internal audits	1	1	1
31	Annual Return	Parish Council	3. Unpaid Tax/NI	1	3	3	· RFO to approve all expenses within spending limit.	1	1	1
			4. Unpaid Pension contributions	1	3	3	Expense claims above RFO's limit not permitted (expenditure will require prior authorisation by Council)	1	1	1
			5. Expenses not appropriately approved	2	1	2				
32	Banking	Parish Council, suppliers, public	1. Late or incomplete return	1	2	2	· RFO to prepare and submit to Council on time, per external auditor timetable	1	1	1
							· Council to approve on time, per external auditor timetable			
							· Recommendations implemented			
			1. Inadequate bank checks	1	1	1	· Regular reconciliation/checking of receipts against bank statements	1	1	1
			2. Bank mistakes, including loss and charges	1	2	2	· All Councillors, Clerk and RFO are signatories	1	1	1
			3. Loss of account signatories	1	4	4				
			4. Inadequate data security	1	4	4				

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							<ul style="list-style-type: none"> Procedures for the protection of passwords and management of online banking set out in Financial Regulations 			
33	Business Continuity	Parish Council	1. Computer failure	2	4	8	Keep proper financial	2	2	4
			2. Loss of key staff	1	3	3	records	1	2	2
			3. Loss of premises	1	4	4	Computers to be properly backed-up and back-up kept off-site	1	2	2
							<ul style="list-style-type: none"> Meet statutory requirements, including under employment and tax law Arrange timely annual staff appraisals Arrange timely annual audits Develop Business Continuity Policy Develop Disaster Recovery Plan Ensure all activities are within legal powers applicable to the Council 			
34	Legal Risks to Parish Council	Parish Council	1. Legal challenges on Council procedures, expenditure and activities	2	3	6	<ul style="list-style-type: none"> Councillors and employees declare interests as appropriate 	1	2	2
			2. Legal challenges on Councillor activities	2	3	6	<ul style="list-style-type: none"> Expenditure to be within legal powers of Council, and properly authorised Complaints policy in place 	1	2	2

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							<ul style="list-style-type: none"> Minutes published initially on website as drafts and replaced when formally approved Compliance with Transparency Code Annual review of insurance level Annual review of Council policies and procedures 			
35	Risks to Council as landowner / Trustee, etc.	Council and other bodies involved	1. Financial, legal, public liability	2	3	6	<ul style="list-style-type: none"> Ensure all relevant bodies carry adequate and appropriate insurance 	1	2	2
36	Election costs	Parish Council	1. Risk of unexpected election cost	1	2	2	<ul style="list-style-type: none"> Budget each year for regular elections Ensure sufficient level of reserves to cover the costs of unexpected election 	1	1	1

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Section 3A Data protection / GDPR

37	Handling of information (GDPR & FOI)	The Council, general public and contractors	1. Loss (or misuse) of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage	1	4	4	• Information audit carried out on electronic and hard copy data; all unnecessary data has been cleansed and the data held by Councillors will be limited	1	2	2
			2. Risk of investigation by ICO if unable to fulfill a Freedom of Information request	2	1	2	. All data (electronic and paper) is kept securely, with locked cabinets, personal log-ins and encryption of sensitive documents where necessary . An information audit carried out annually . A revised Data Protection policy has been approved, including a policy and safeguards on IT matters and guidance on handling subject access and FOI requests, and for handling data breaches. Privacy Notices for the general public and contractors have been made available, stating what data is held and for what purpose . An Information Security policy to be created . ICO Registration . Publication scheme in place	1	1	1

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							Privacy notices maintained covering use of personal data by the Council			
	Section 3b	Governance								
38	Standing Orders and Financial Regulations	Councillors, Clerk and public	1. Lack of Formally adopted Standing Orders and Financial regulations 2. De Minimis amount not set for purchases	1 1	1 2	1 2	• Standing orders and financial regulations reviewed annually • De Minimus amount set in Financial Regulations	1 1	1 1	1 1
39	Risk Assessment	Councillors, Clerk and public	1. Risk assessment not in place or out of date 2. Regular review of risks not carried out	1 2	1 2	1 4	• Risk assessment to be reviewed at least annually or upon identification of new risk • Councillor to be appointed to carry out regular environmental risk assessments	1 1	1 1	1 1
40	Insurance	Councillors, Staff and public	1. Insurance cover inadequate or inappropriate 2. Insurance valuations do not agree with asset register 3. Cost of insurance does not offer value for money 4. Fidelity Guarantee cover not in place 5. Inadequate Public liability cover	1 2 2 1 1	4 2 2 3 2	4 4 4 3 2	• Annual review of insurance cover • Broker to provide three quotes • Only use accredited brokers that provide Parish Council cover • Asset register regularly reviewed	1 1 1 1 1	1 2 1 1 1	1 2 1 1 1

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							<ul style="list-style-type: none"> Parish Council Insurance MUST now include Fidelity Guarantee cover Ensure £10m public liability cover 			
41	Financial Controls	Councillors and Staff	1. Financial controls not relevant or up to date	1	1	1	<ul style="list-style-type: none"> Financial Regulations reviewed at least annually 	1	1	1
42	Audit	Councillors	1. Lack of information and communication	1	2	2	<ul style="list-style-type: none"> Interim audit reviews carried out 	1	1	1
			2. Lack of compliance	1	2	2	<ul style="list-style-type: none"> Audit recommendations implemented 	1	1	1
43	Asset Management	Parish Council	1. Asset register out of date - risk of inaccurate value of assets	3	1	3	<ul style="list-style-type: none"> Regular review of Asset register 	1	1	1
			2. Regular asset reviews not carried out - risk of loss/damage etc	3	2	6	<ul style="list-style-type: none"> Full asset review annually; interim checks quarterly 	1	2	2
44	Councillors	Parish Council	1. Council membership falls below 3	1	3	3	<ul style="list-style-type: none"> New Councillors to be co-opted as soon as possible following loss 	1	2	2
45	Litigation	Parish Council	1. Potential risk of legal action being taken against the council	1	4	4	<ul style="list-style-type: none"> Council follows the advice of the Proper Officer to ensure it's activities are within the law 	1	2	2
			2. Illegal activity or payments	1	2	2		1	1	1
46	Grants	Parish Council	1. Council does not have the power to pay e.g. grant to Churches	1	2	2	<ul style="list-style-type: none"> Council follows the advice of the Proper Officer to ensure it's activities are within the law Clerk to regularly review the terms of grants received to ensure they are met 	1	1	1
			2. Terms and conditions of grants received not met	2	1	2		1	1	1

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47	Members interests	Councillors	1. Members interests inaccurate or incomplete 2. Conflicts of interests not declared	2 2	2 2	4 4	<ul style="list-style-type: none"> All members interests must be declared upon accepting office Members to declare interests at meetings if there is a potential conflict Members to be reminded of what constitutes a conflict of interest Clerk to regularly review members interests 	1 1	2 2	2 2
48	Council Records	Parish Council	<ol style="list-style-type: none"> Loss through theft, fire and damage Loss of electronic records through damage or corruption Loss or corruption through malicious activity (e.g. Hacking, computer viruses or malware) 	2 1 1	4 3 4	8 3 4	<ul style="list-style-type: none"> Paper records to be archived to a secure environment e.g. Oxfordshire History Centre Regular computer back-up Adequate and up to date computer security in place at all times 	1 1 1	2 2 2	2 2 2

	Section 4	Personnel								
49	Employees	All staff	1. Accident or injury	1	3	3	<ul style="list-style-type: none"> Annual review of health & safety policy and associated requirements Annual review of adequate employee liability insurance cover (£10M) Regular Health & Safety reviews Where applicable: Provision of safety equipment and training in its use 	1	1	1

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							Regular inspection and servicing of equipment used			
							Use of warning cones/signs on roads			
50	Employees	All staff	1. No contract of employment	1	2	2	Contracts to be in place and reviewed regularly	1	1	1
			2. Salaries not to appropriate scale for the job (eg NJC pay scale for administrative staff) or below legal minimum wage	1	2	2	Salary and other payments in line with national scales and reviewed annually	1	1	1
51	Employees	All staff	1. Loss of key staff	3	3	9	Ensure up to date grievance procedure	1	2	2
			2. Fraud by staff	1	4	4	Conduct annual appraisals	1	1	1
			3. Inappropriate actions undertaken by staff	1	2	2	Strict financial controls	1	1	1
			4. Breach of H&S regulations	3	2	6	Adequate staff training	2	1	2
							Regular Health & Safety monitoring			
52	Employees – Lone Working	Staff and Public	1. Lone working.	4	1	4	<ul style="list-style-type: none"> Implement lone working policy Clerk to notify Council of any issues within the working environment requiring action, to comply with employment regulations.(e.g., DSE) 	2	1	2
53	Risks to Parish Councillors	Councillors	1. Councillors expenses incorrect	1	1	1	Strict financial controls	1	1	1

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54	Risks to Parish Councillors	Councillors	1. Accident or injury on Council business	1	2	2	<ul style="list-style-type: none"> . Councillor activities limited to acceptable low risk levels; check with the Clerk if in doubt . Annual review of public liability insurance level (£10M) . Where applicable: <ul style="list-style-type: none"> . Provision of safety equipment and training in its use . Regular inspection and servicing of equipment used . Use of warning cones/signs on roads 	1	1	1
55	Risks to volunteers	Public / volunteers	1. Accident or injury on Council business	2	2	4	<ul style="list-style-type: none"> . Volunteer names and activities to be understood and agreed by Council . Annual review of public liability insurance level (£10M) . Where applicable: <ul style="list-style-type: none"> . Provision of safety equipment and training in its use . Regular inspection and servicing of equipment used . Use of warning cones/signs on roads 	1	2	2

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56	Meetings	Councillors, Clerk and public	Health & Safety:				.				
			Failing to escape in event of fire.				.	Fire instructions and			
			1. Access around doors,				.	exits checked at the			
			entrances and toilets. Risk of				.	beginning of each meeting –			
			2. trip hazards and	1	5	5	.	Chair/Clerk			
			obstruction.	2	2	4	.	Public informed of			
			3. Failure to meet statutory	2	2	4	.	action in the event of a fire			
			duty 5. Access	2	2	4	.	at the beginning of each			
			6. Security	4	1	4	.	meeting - Chair			
			7. Security	1	1	1	.	Meeting room, toilets			
8. Personal injury	1	1	1	.	and accesses checked prior						
9. Accessibility	1	1	1	.	to the meeting – Chair/Clerk						
				.	□• Meeting room to be						
				.	accessible to all ages and						
				.	abilities						
				.	Regular Health &						
				.	Safety checks						
				.	Regular Fire Safety						
				.	checks						