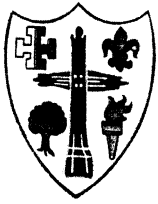


**BREWOOD AND COVEN PARISH COUNCIL**  
**With Bishop's Wood and Coven Heath**

**Business Risk Assessment**

Last Updated: 22 Feb 2017

For Approval by Council: (9 March 2017)



## Brewood and Coven Parish Council Business Risk Assessment

### Appendices

#### Review Schedule:

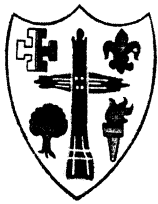
|                      |  |              |
|----------------------|--|--------------|
| Clerk Maggie Birtles | - Business Risk Assessment completed           | 22 Feb 2017  |
|                      | - Risk Assessments Report completed            | 22 Feb 2017  |
|                      | - Internal Controls Checklist                  | 22 Feb 2017  |
| Head of Finance      | - Internal Controls Checklist completed        | 23 Feb 2017  |
| Head of Finance      | - Business Risk Assessment reviewed            | 23 Feb 2017  |
| Head of Finance      | - Risk Assessments Report reviewed             | 23 Feb 2017  |
| Full Council         | - Business Risk Assessment reviewed & approved | 9 March 2017 |
|                      | - Risk Assessments Report reviewed & approved  | 9 March 2017 |
|                      | - Internal Controls Checklist                  | 9 March 2017 |

Business Risk Assessment, Risk Assessment and Internal Controls Checklist last circulated to Members on 3 March 2017 for review and approval at meeting of 9 March 2017.

#### Other risk assessment inputs:

|                               |                            |
|-------------------------------|----------------------------|
| Risk Assessment               | - 2016/2017                |
| Playground inspection reports | - GB Sports 16 August 2017 |
| Fire Risk Assessments         | - Clerk, 15 Feb 2017       |
| Internal Audit Review:        |                            |
| Terms of Reference            | - Clerk 01/02/2017         |
| Audit Plan                    | - Clerk 01/02/2017         |
| Schedule of Internal Controls | - Clerk 01/02/2017         |

Matters Arising During the (External) Audit 15/16- No serious matters to report, recommendations considered by Council – see minutes.

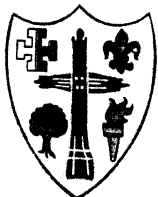


**Brewood and Coven Parish Council  
Business Risk Assessment**

**Appendices**

|   |   |                                   |   |   |
|---|---|-----------------------------------|---|---|
| <b>1</b>                                | <b>Assets</b>   |                                   |   |   |
| Insurance<br>Cover for the<br>Council   | Buildings (Policy: Property Damage Items)   | ✓                                 | X7 £727,569 (inc. c/office + shed+ 10 bus shelters)           |   |
|   | Contents (Policy: Property Damage Items)  | ✓                                 | £22,424   |   |
|   | Public Liability (See also section 3)   | ✓                                 | £12 million   |   |
|   | Hirers' Liability   | ✓                                 | £2 million  |   |
|   | Employer's Liability  | ✓                                 | £10 million   |   |
|   | Money   | ✓                                 | £250,000  |   |
|   | Fidelity  | ✓                                 | £250,000 Review annually                                      |   |
|   | Theft (Policy: Property Damage Items)   | ✓                                 | See also 'Money'  |   |
|   | Personal Accident   | ✓                                 | £500,000 (less if <18 or >75yrs)                              |   |
|   | Slander / Libel   | ✓                                 | £250,000  |   |
|   | Officials Indemnity   | ✓                                 | £250,000  |   |
|   | External Assets - Play Areas  | ✓                                 | Flood lights Brew. Tennis Courts                              |   |
|   | - Sun Shelter /Store  | ✓                                 | See Buildings, Property Damage                                |   |
|   | - Coven Changing Rooms  | ✓                                 | See Buildings   |   |
|   | - Tenn. Club Changing Rooms   | ✓                                 | See Buildings   |   |
|   | - Sandy Lane Toilets  | ✓                                 | See Buildings   |   |
|   | - BPSA Changing Rooms   | ✓                                 | See Buildings   |   |
|   | -Council Offices  | ✓                                 | See Buildings   |   |
|   | No play equipment is insured except the flood lights at Brewood Tennis Courts (due to excess) |                                   |   |   |
|   | Sub Contractors   | ✓                                 | See Public & Employer's Liability                             |   |
|   | Ground surfaces other than natural sports grnd  | ✓                                 | £9,750  |   |
|   | Voluntary workers   | ✓                                 | See Public & Employer's Liability                             |   |
|   | Equipment (office contents+ 2 chains of office)   | ✓                                 | £18,474 and £3950 resp.                                       |   |
|   | Street Furniture  | ✓                                 | £21,273 inc. K6 phone kiosk.                                  |   |
|   |   | Chains of Office and Badges       | ✓   | £4,233  |
|   | Office Security   | Access to PCs Password Controlled | ✓   |   |
|   |   | Office Alarmed                    | ✓   | Serviced annually. New keypad installed May 2015. |
|   |   | Security Lock to Main Door        | ✓   | '+ police fitted alarm to internal door           |
| Regular<br>Maintenance /<br>Inspections | Annual Risk Assessments Completed   | ✓                                 | 01 Feb 2017   |   |
|   | Annual Playing Field Inspections Completed  | ✓                                 | 16 August 2017  |   |
|   | Inspection Log Maintained (monthly & annual)  | ✓                                 | Written reports received monthly<br>3 p/fields and The Bront. |   |
| Asset Register                          | Maintained and Accurate   | ✓                                 |   |   |
| NB Excesses apply                       |   |                                   |   |   |

|                         |  |                                    |   |                       |
|-------------------------|--|------------------------------------|---|-----------------------|
| <b>2</b>                | <b>Finance</b>                                     |                                    |   |                       |
| Cash Loss               | Procedures to ensure safety of cash handling       | ✓                                  | Financial Regs                          |                       |
|                         | Handling VAT                                       | Make accurate and regular reclaims | ✓                                       | Electronic balancing. |
| Budgeting<br>(precepts) | Ensure correct values applied                      | ✓                                  | Financial Procs & Controls              |                       |
|                         | Maintain accurate accounts to control budgets      | ✓                                  | Budget sheet reviewed qtlly             |                       |
|                         | Annual precept based on adequate budgetary process | ✓                                  | Reviewed mid-year against yr end actual |                       |
|                         | Reserves/contingencies appropriate?                | ✓                                  | Maintaining conting. running costs      |                       |

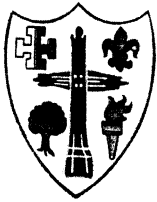


**Brewood and Coven Parish Council  
Business Risk Assessment**

**Appendices**

|   |   |               |   |
|---|---|---------------|---|
| Grant Funding                             | Maintain register of grants distributed                             | ✓             | Avail. from Edge and minuted  |
|   | Maintain accurate accounts of grants received                       | ✓             | Bal. sheet maintained   |
| Conforming to Legislation                 | Commitment to regulations / procedures                              | ✓             | Standing Orders reviewed and adopted annually. Staff / Cllr training undertaken regularly |
|   | Items purchased using defined tender procs                          | ✓             | Financial controls in place   |
| Conforming to Legislation cont'd.         | Payments made with approval / control                               | ✓             | Minutes   |
|   | Ultra Vires actions taken by Council                                | ✓             | None identified   |
|   | Knowledge of accounting requirements                                | ✓             | SPCA /SLCC training   |
|   | Knowledge of sources of income                                      | ✓             | Invoice schedule-a/cs book  |
| Banking Arrangements                      | I&E published on website quarterly                                  | ✓             | Transparency Code   |
|   | Control of signatories – reviewed                                   | ✓             | MO'B, RT, AH, DE, JJ. Updated Feb 2016  |
|   | Continual review of interest bearing accounts                       | ✓             | Public Sector Deposit Fund approved.  |
| Salary & Pension Payments                 | Debit Card for on-line transactions                                 | ✓             | Controls defined and procedure implemented  |
|   | Paid in accordance with Council regulations                         | ✓             |   |
|   | PAYE/NI handled appropriately                                       | ✓             | HMRC software used inc updates + advice notes recv'd from SLCC RTI implemented Apr '13    |
| Procedures                                | Pension payments handled appropriately                              | ✓             | Payment details forwarded to Cty  |
|   | Financial Regulations reviewed annually for content and conformance | ✓             | Adopted 23 Feb 2017 –SOs adopted March 2017.  |
|   | Financial Procedures reviewed annually for content and conformance  | ✓             | Rewritten for Edge a/cs & approved 10/3/2011. Reviewed 12 Feb 2016 & updated              |
|   | Statement of Internal Control completed by Council – Annual Return  | ✓             | Reviewed Feb 2016   |
|   | Internal Audit & report received by Council                         | ✓             | Sept 2016   |
| Systems of Internal Control               | External Audit & report received by Council                         | ✓             | 2016 Grant Thornton   |
|   | Business Risk Assessment  | ✓             | Clerk Feb 2017  |
|   | Risk Assessments Report   | ✓             | Clerk Feb 2017  |
|   | Internal Controls Checklist   | ✓             | Clerk 12 Feb 2017   |
|   | Internal Audit :  |               |   |
|   | - Review Terms of Reference   | ✓             | Reviewed 12 Feb 17  |
|   | - Review of Audit Plan  | ✓             | ----- " -----   |
| - Review of Schedule of Internal Controls | ✓   | ----- " ----- |   |
| Checklist for Financial Year-end          | ✓   |               |   |
| Members Annual Governance Statement       | ✓   |               |   |

|                  |  |   |  |
|------------------|--|---|--|
| <b>3</b>         | <b>Public Liability (See 1 Assets)</b> |   |  |
| Street Furniture | Adequate insurance (benches)           | ✓ | See Section 1  |
| Lighting         | Street lighting                        | ✓ | Not applicable   |
|                  | Christmas Lights                       | ✓ | Independent lighting committees advised to ensure public liability cover through |



**Brewood and Coven Parish Council  
Business Risk Assessment**

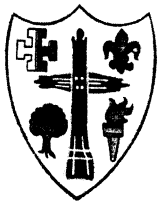
**Appendices**

|  |               |                              |     |  |
|--|---------------|------------------------------|-----|--|
|  |               |                              |     | their appointed electrical contractor. Sep. cover sourced by Bishops Wood and Coven Heath. |
|  | Bus Shelters  | Adequate insurance           | ✓   | See section 1  |
|  | War Memorials | Adequate insurance           | n/a |  |
|  | Play Areas    | Adequate insurance (5 sites) | ✓   | See Section 1  |

|          |                    |   |   |                                  |
|----------|--------------------|---|---|----------------------------------|
| <b>4</b> | <b>Legal</b>       |   |   |                                  |
|          | Meetings           | Conducted legitimately  | ✓ |                                  |
|          | Minutes            | Signed and retained appropriately<br>Published on website.  | ✓ |                                  |
|          | Agendas            | Sent out in time and giving sufficient detail of the business to be transacted. Published on website. | ✓ |                                  |
|          | Summons to Meeting | Councillors' awareness of responsibilities  | ✓ |                                  |
|          | Training           | Continual Professional Development:<br>- Handy man<br>- Staff<br>- Councillors                        | ✓ | Tr. Undertaken.                  |
|          |                    |   | ✓ | Tr. undertaken. Also see 7 H & S |
|          |                    |   | ✓ | Tr. Undertaken                   |

|          |                           |   |   |                                |
|----------|---------------------------|---|---|--------------------------------|
| <b>5</b> | <b>Member Liability</b>   |   |   |                                |
|          | Declarations of Interests | Register accurate & cc'd to monitoring officer  | ✓ | Last cc'd May 15 reviewed 2016 |
|          |                           | Register reviewed annually  | ✓ | Done Dec 16                    |
|          |                           | Agenda items declared at each meeting   | ✓ |                                |
|          |                           | Members to seek dispensations   | ✓ | Included on agenda.            |
|          | Resolutions               | Chair summarises resolutions before Members vote on them.                             | ✓ |                                |
|          |                           | Where Members disagree with the advice of the Clerk, such disagreement to be recorded | ✓ |                                |

|          |                          |   |   |  |
|----------|--------------------------|---|---|--|
| <b>6</b> | <b>Council Liability</b> |   |   |  |
|          | Lone Person Working      | Minimalised   | ✓ | See Risk Ass'ment report                                     |
|          |                          | Personal alarms issued to all staff   | ✓ | + internal door alarm  |
|          |                          | Staff advised to keep internal door locked at all times                         | ✓ | Notice displayed to this effect.                             |
|          | Contract of Employment   | Contract, job description and person specification issued to all staff          | ✓ | Within 13 weeks of appointment.                              |
|          |                          | Refer to location of documents / source of supporting policies – see appendix 4 | ✓ | Reviewed Jan 16  |
|          | Duty of Care             | To employees – see appendix 1 and 2   | ✓ |  |
|          | Councillors              | Councillors are adequately advised of their responsibilities                    | ✓ | SPCA/NALC updates circulated.                                |
|          |                          | Education of Councillors regarding culpability                                  | ✓ | New Cllrs advised attend training. (Welcome packs provided). |



**Brewood and Coven Parish Council  
Business Risk Assessment**

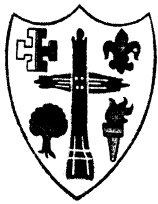
**Appendices**

|                 |   |   |   |
|-----------------|---|---|---|
| Code of Conduct | Reporting of interests administ'd by SSDC, req. for dispensations to Clerk, approved-Cncl | ✓ | As adopted 13 Sep '12 under the Localism Act 2011 |
|-----------------|---|---|---|

|                  |   |   |  |
|------------------|---|---|--|
| <b>7</b>         | <b>Health and Safety</b>  |   |  |
| Responsibilities | The workplaces is properly ventilated   | ✓ |  |
|                  | Temperatures are at a comfortable level – min. 16 degrees C for offices, no max. exists | ✓ |  |
|                  | Premises well lit   | ✓ |  |
|                  | The workplace and equipment is clean  | ✓ |  |
|                  | Work areas are big enough   | ✓ |  |
|                  | Work areas suit the employees and their work  | ✓ |  |
|                  | Workplace and equipment are in good working order                                       | ✓ | See later ref. to PAT and boiler service   |
|                  | Floors, walkways, stairs, roadways etc safe to use                                      | ✓ |  |
|                  | Protect people from falling from height   | ✓ | Staff instructed to ask handyman to access top shelf                                 |
|                  | Files stored so they're unlikely to fall and cause injuries                             | ✓ |  |
|                  | Kitchen, w.c. and washing facilities avail. & clean drinking water                      | ✓ |  |
|                  | Employees take appropriate rest breaks and their correct holiday entitlement            | ✓ |  |
|                  | Lone and off-site working   | ✓ | See Council Liability – 6 Lone working and site visit risk ass't. Reviewed annually. |
| Fire             | Staff trained in use of fire extinguishers and fire safety                              | ✓ | Trained 10 Feb 2016  |
|                  | Fire extinguishers serviced   | ✓ | December 2016  |
|                  | Electrical equipment PAT tested + see app'x 3   | ✓ | Last tested 25/4/2015 inc off-site Equipment. Vis. checks annually                   |
|                  | Boiler serviced annually  | ✓ | Last service 10 Dec 16   |

|                             |  |   |                                  |
|-----------------------------|--|---|----------------------------------|
| <b>8</b>                    | <b>Town and Country Planning</b>                   |   |                                  |
| Consultation on local plans | Head of planning or planning committee established | ✓ | Downloaded/printed from website. |
|                             |  |   |                                  |

|   |   |   |                               |
|---|---|---|-------------------------------|
| <b>9</b>  | <b>Contracts</b>                          |   |                               |
| Tender process                                      | Review for conformance                    | ✓   | As per Financial Regulations. |
|   | Placing contracts                         | Compliance with legislation / Standing Orders | ✓                             |
| Monitoring of contracts                             | Terms of contract defined                 | ✓   |                               |
|   | Performance monitored                     | ✓   |                               |
|   | Payments controlled                       | ✓   |                               |
| Site inspections - SSC Council (GB Sport & Leisure) | Brewood Playing Field & Skateboard Equip. | ✓   |                               |
|   | Coven Playing Field & Skateboard Equip.   | ✓   |                               |
|   | Bishops Wood Playing Field                | ✓   |                               |
|   | Grass cutting                             | ✓   |                               |



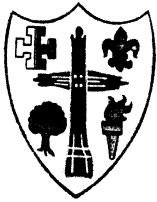
**Brewood and Coven Parish Council  
Business Risk Assessment**

**Appendices**

|                              |   |   |                                    |
|------------------------------|---|---|------------------------------------|
| Inspections<br>- Third Party | Waste Bins  | ✓ | ] see monitoring contr. above.     |
|                              | Street lighting   | ✓ | ] Handyman as he works around      |
|                              | Highways  | ✓ | ] Parish, reporting back to office |
|                              | Contracts are reviewed annually and placed with specialist contractors who will hold their own insurance and will have conducted their own risk assessment. | ✓ | ]                                  |

|                        |   |   |   |
|------------------------|---|---|---|
| <b>10</b>              | <b>Administration</b>   |   |   |
| Office cover           | Staff managed to ensure adequate office cover   | ✓ |   |
|                        | Plans to cover in case of long term sick leave  | ✓ | Ass. Clerk ongoing training.                                  |
|                        | Holiday cover – included in budget  | ✓ | Some cover included in budget                                 |
| Public accessibility   | The office is open between the hours of 9.30am and 12.30pm Monday to Friday, via email and website. | ✓ |   |
| Procedures             | Office procedures defined   | ✓ | Financial Procs & Controls, Cal. of events & Finance Schedule |
|                        | Office procedures reviewed annually   | ✓ | With Risk Assessment review                                   |
| Archiving              | All records (required to be kept) are forwarded to Staffordshire County Council Records Office      | ✓ |   |
| Website                | Regularly updated   | ✓ |   |
|                        | Data backed up and stored off-site  | ✓ | To ext hard disk & to laptop for off-site copy, Norton 360.   |
| Standing Orders        | Reviewed annually   | ✓ | Reviewed 3 March 2017   |
| Press comments         | Staff advised to refer to Clerk   | ✓ |   |
| Data Protection        | Appropriate measures taken to ensure legislative compliance   | ✓ |   |
| Freedom of Information | Scheme published and reviewed annually  | ✓ | Scheme adopted 1 Jan 09. Reviewed Feb 2017.                   |
| Retention of Data      | Public Liability Notice – 40 yrs  | ✓ |   |
|                        | Invoices / receipts, VAT, Ann. Returns – 6yrs   | ✓ |   |
|                        | Minutes – archived  | ✓ |   |
|                        | Clerks meeting notes – until minutes approved   | ✓ |   |
| Emergency Procedures   | Staff absence   | ✓ |   |
|                        | Loss of internet access   | ✓ |   |
|                        | Loss of IT equipment  | ✓ | Files backed up. Passwords kept separately in secure place.   |
|                        | Loss of office and files  | ✓ | Files backed up. Passwords kept separately in secure place.   |

|                            |  |   |   |
|----------------------------|--|---|---|
| <b>11</b>                  | <b>Data and Computer Security</b>              |   |   |
| Accounts and Salaries data | Paper records locked away when not in use      | ✓ |   |
|                            | Electronic data held on external secure server | ✓ | From April 09 – Edge Systems, password protected. |
|                            | Accounts system supports audit trail of user   | ✓ | Edge advised audit trail of                       |



**Brewood and Coven Parish Council  
Business Risk Assessment**

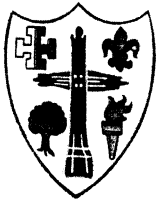
**Appendices**

|  |   |   |   |  |
|--|---|---|---|--|
|  |   | updates – req'd for Fidelity Guarantee (Zurich) |   | transactions. Individual login and password.   |
| Access to wages<br>Computer system<br>and PCs<br>generally | Access to PCs restricted by user defined passwords                                  |   | ✓ |  |
|  | Users should change their unique password every 6 months                            |   | ✓ | Norton protected system.   |
|  | Password access deleted or invalidated immediately on an employee leaves employment |   | ✓ |  |
| Council electronic data                                    | Data backed-up throughout the day to external hard disk on-site.                    |   | ✓ | Back up to external hard drive weekly. New drive purchased Feb 2016 (clerk & car sch.) |
|  | Portable media locked away when not in use  |   | ✓ | Ext. h/disk locked in Clerk's office.  |

|                      |  |  |   |  |
|----------------------|--|--|---|--|
| <b>12</b>            | <b>Charities / Trusts</b>                    |  |   |  |
| Brewood Dole Charity | Responsibilities of the Council understood   |  | ✓ | Correspondence R Taylor & V Turner                                 |
|                      | Responsibilities of Cllr Trustees understood |  | ✓ | 12/06/2008 minutes, correspondence from Charity Commission & SPCA. |

|                        |   |  |   |                                   |
|------------------------|---|--|---|-----------------------------------|
| <b>13</b>              | <b>Buildings &amp; Open Spaces (Council office, changing rooms, sun-shelter, toilets, 3xp'fields &amp; Bront)</b>   |  |   |                                   |
| Vandalism              | All economically viable measures to exclude uncontrolled entry installed  |  | ✓ |                                   |
|                        | Playing fields:<br>- locked at dusk<br>- caretakers & handyman to report any damage requiring action  |  | ✓ |                                   |
|                        |   |  | ✓ |                                   |
|                        |   |  | ✓ |                                   |
|                        | The Bront – handyman to report any damage requiring action  |  | ✓ |                                   |
| Cleanliness            | Staff advised of the expected standard of cleanliness in Council Office   |  | ✓ |                                   |
|                        | Playing fields – litter picked daily  |  | ✓ |                                   |
| Maintenance and Repair | Playing fields equipment checked:<br>- daily checked by caretakers<br>- weekly & as req'd by handyman<br>- monthly checked by those allocated with responsibility   |  | ✓ | ✓                                 |
|                        |   |  | ✓ |                                   |
|                        |   |  | ✓ | Written record maintained & filed |
|                        | - annual inspection   |  | ✓ | See Contracts 'Site inspections'  |
|                        | Open Spaces (Bront & amenity areas):<br>- Bront: handyman to report any matters requiring action to the Clerk – broken glass, notices, gates, benches, no obstructions to paths, damaged trees. Cllr reports monthly, the growth of giant |  | ✓ | See individual Risk Assessments   |





**Brewood and Coven Parish Council  
Business Risk Assessment**

**Appendices**

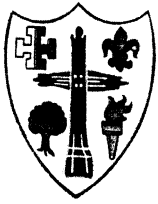
|                   |  |  |                            |  |
|-------------------|--|--|----------------------------|--|
|                   |  | <p>hogweed to be reported to the Clerk</p> <p>- Amenity areas; (including those tended in agreement with SCC), benches, bus shelters, Council troughs and planters,</p> <p>- Allotments: uneven ground, trips and slips, lone attendance, first aid.</p> | <p>✓</p> <p>✓</p> <p>✓</p> |  |
| Key Holders       |  | Council Office – Clerk, Ass. Clerk, Car Scheme Co-ord. / Recep't, Cleaner, R. Taylor off site.   | ✓                          |  |
|                   |  | Toilets – handy man & janitor (2), spare x 5   | ✓                          |  |
|                   |  | Jubilee Park – Caretaker, handy man, SSDC, Tennis club, office, Police   | ✓                          |  |
|                   |  | Brewood Changing Rooms – Tennis club   | ✓                          |  |
|                   |  | Bishops Wood Playing Field – caretaker, SSDC, office, Police   | ✓                          |  |
|                   |  | Coven Playing Field – caretaker, nursery, handyman, office, SSDC, Police,<br>Y Millward (cover for annual leave).  | ✓                          |  |
|                   |  | Coven Changing Rooms – caretaker, handyman, office   | ✓                          |  |
|                   |  | Sun shelter and store – handy man, caretaker, office.  | ✓                          |  |
| Key holders cont. |  | Allotments main gate, car park gate & car park height barrier, Coven Heath – Allotments Assoc. Chair (gates), caretaker, office  | ✓                          |  |
|                   |  | Bront security posts – office (zz locks)   | ✓                          |  |
|                   |  | ZZ locks – SSC have access (Bront and playing fields)  | ✓                          |  |

Date of Assessment: 22 Feb 2017

Carried out by: M. Birtles

Signed: \_\_\_\_\_

Title: Clerk to the Council



**Brewood and Coven Parish Council  
Business Risk Assessment**

**Appendices**

Date Reviewed: 27 Feb 2017

Carried out by: Janet Carr

Signed \_\_\_\_\_

Title: Head of Finance

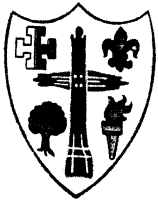
Appendices to also be copied to Staff File of Employment Policies.

Appendix 1 - Employer's Duty of Care

Appendix 2 - Sitting in the Right Position and Arranging Your Work Space

Appendix 3 - Visual and Portable Electrical Appliance Test Guidelines

Appendix 4 – Sources of Other Employment Policies

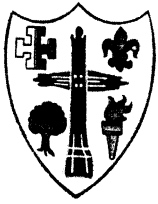


## Brewood and Coven Parish Council Business Risk Assessment

### Appendix 1 – Employer's Duty of Care

#### **All employers, whatever the size of the business, must:**

- make the workplace safe
- prevent risks to health
- ensure that plant and machinery is safe to use, and that safe working practices are set up and followed
- make sure that all materials are handled, stored and used safely
- provide adequate first aid facilities
- tell you about any potential hazards from the work you do, chemicals and other substances used by the firm, and give you information, instructions, training and supervision as needed
- set up emergency plans
- make sure that ventilation, temperature, lighting, and toilet, washing and rest facilities all meet health, safety and welfare requirements
- check that the right work equipment is provided and is properly used and regularly maintained
- prevent or control exposure to substances that may damage your health
- take precautions against the risks caused by flammable or explosive hazards, electrical equipment, noise and radiation
- avoid potentially dangerous work involving manual handling (and if it can't be avoided, take precautions to reduce the risk of injury)
- provide health supervision as needed
- provide protective clothing or equipment free of charge (if risks cannot be removed or adequately controlled by any other means)
- ensure that the right warning signs are provided and looked after
- report certain accidents, injuries, diseases and dangerous occurrences to either the Health and Safety Executive (HSE) or the local authority, depending on the type of business



## Brewood and Coven Parish Council Business Risk Assessment

### Appendix 2 Sitting in the Right position and Arranging Your Work Space

#### How to sit correctly

**If you work in an office and use a computer, you can avoid injury by sitting in the right position and arranging your desk correctly. Follow these tips:**

#### **Support your back**

A properly adjusted chair will reduce the strain on your back. Get one that's easily adjustable so you can change the height, back position and tilt. Have your knees level with your hips. A footrest may be necessary to achieve this.

#### **Adjust your seat**

Be aware of the various adjustments that it's possible to achieve with your chair. If someone else has used your desk you may need to re-adjust the chair. If it's still uncomfortable, try another type of chair.

#### **Rest your feet on floor**

Your feet should be flat on the floor. If they're not, ask whether you can have a footrest, which lets you rest your feet at a level that's comfortable to you. Don't cross your legs, as this can cut off circulation and cause hip problems.

#### **Place screen at eye level**

Position your monitor approximately 12-30 inches (30-75cm) away from your eyes. A good guide is to place the monitor about an arm's length away, with the top of the screen roughly at eye level. To achieve this you may need to get a stand for your monitor.

#### **Avoid screen reflection**

Your screen should be as glare-free as possible. If there's glare on your screen, hold a mirror in front of it to identify the cause. Position the monitor to avoid reflection from overhead lighting and sunlight. If necessary pull blinds across the windows and replace ceiling lighting with table lights.

Adjusting the screen's brightness or contrast could make a big difference.

#### **Make objects accessible**

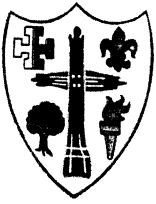
Position frequently used objects, such as your telephone or stapler, within easy reach. Avoid repeatedly stretching or twisting to reach things.

#### **Avoid phone strain**

If you spend a lot of time on the phone, try exchanging your handset for a headset. Repeatedly cradling the phone between your ear and shoulder can strain the muscles in your neck.

#### **Avoid wrist pain**

Your wrists should be straight when using a keyboard. Keep your elbows vertical under your shoulder and right by your side. Position and use the mouse as close to you as possible. A mouse mat with a wrist pad may help to keep your wrist straight and avoid awkward bending.

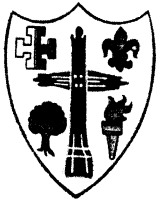


## Brewood and Coven Parish Council Business Risk Assessment

### Appendix 3 Visual and Portable Electrical Appliance Test Guidelines

See HSE Maintaining Portable Electrical Equipment in Offices and Other Low Risk Environments – reference indg236-PAT testing HSE (attached) and Brewood Parish Council PAT Equipment Record (reproduced below). Advice also states if low risk equipment (not in heavy use) then visual checks are acceptable.

See attached PDF document,



**Brewood and Coven Parish Council  
Business Risk Assessment**

**Appendix 4  
Sources of Other Employment Policies**

Disciplinary and Grievance Policy – see Staff File of Employment Policies/website

Health and Safety Policy Statement – see Staff File of Employment Policies/website

Staffordshire Council Pension Scheme - see Staff File of Employment Policies.

Bullying and Harassment Policy – see Staff Files of Employment Policies/website

Equality and Diversity Policy - see Staff Files of Employment Policies/website

Training Policy – see Staff Files of Employment Policies/website

NJC for Local Government Services – National Agreement on Pay and Conditions

Individual staff Written Statements of Particulars