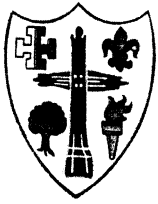


BREWOOD AND COVEN PARISH COUNCIL
With Bishop's Wood and Coven Heath

Business Risk Assessment

Last Updated: 16 Feb 2018

For Approval by Council: 22 February 2018



Brewood and Coven Parish Council Business Risk Assessment

Appendices

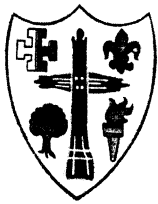
Review Schedule:

Clerk Maggie Birtles	- Business Risk Assessment completed	13 Feb 2018
	- Risk Assessments Report completed	13 Feb 2018
	- Internal Controls Checklist	13 Feb 2018
Finance Cttee	- Internal Controls Checklist completed	15 Feb 2018
Head of Finance	- Business Risk Assessment reviewed	15 Feb 2018
Head of Finance	- Risk Assessments Report reviewed	15 Feb 2018
Full Council	- Business Risk Assessment reviewed & approved	22 February 2018
	- Risk Assessments Report reviewed & approved	22 February 2018
	- Internal Controls Checklist	22 February 2018

Other risk assessment inputs:

Risk Assessment	- 2017/2018
Playground inspection reports	- GB Sports 8 August 2017
Fire Risk Assessments	- Clerk, 14 Feb 2018
Internal Audit Review:	
Terms of Reference	- Clerk 01/02/2018
Audit Plan	- Clerk 01/02/2018
Schedule of Internal Controls	- Clerk 01/02/2018

Matters Arising During the (External) Audit 16/17- No serious matters to report, recommendations considered by Council – see minutes.

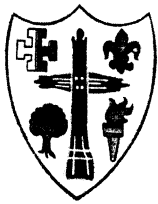


Brewood and Coven Parish Council Business Risk Assessment

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1 Assets					
Insurance Cover for the Council	Buildings (Policy: Property Damage Items)	✓	£807,987 (inc. c/office + shed+ 10 bus shelters)		
	Contents (Policy: Property Damage Items)	✓	£20,389		
	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 Maintenance / Inspections	Annual Risk Assessments Completed	✓	02 Feb 2018		
	Annual Playing Field Inspections Completed	✓	8 August 2017		
	Inspection Log Maintained (monthly & annual)	✓	Written reports received monthly 3 p/fields and The Bront.		
Asset Register	Maintained and Accurate	✓			
NB Excesses apply					

2 Finance				
Cash Loss	Procedures to ensure safety of cash handling	✓	Financial Regs	
	Handling VAT	Make accurate and regular reclaims	✓	Electronic balancing.
Budgeting (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	

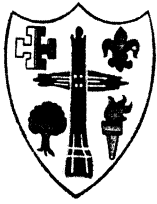


**Brewood and Coven Parish Council
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Grant Funding	Maintain register of grants distributed	✓	Edge, minuted & published
	Maintain accurate accounts of grants received	✓	Bal. sheet maintained
Conforming to Legislation	Commitment to regulations / procedures	✓	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
	I&E published on website quarterly	✓	Transparency Code
Banking Arrangements	Control of signatories – reviewed	✓	MO'B, RT, AH, DE, JJ. Updated Feb 2018
	Continual review of interest bearing accounts	✓	Public Sector Deposit Fund approved.
	Debit Card for on-line transactions	✓	Controls defined and procedure implemented
	Internet Banking	✓	Controls defined. Procedure to be implemented from April 2018
Salary & Pension Payments	Paid in accordance with Council regulations	✓	Minuted
	PAYE/NI handled appropriately	✓	HMRC software used inc updates + advice notes recv'd from SLCC
	Pension payments handled appropriately	✓	Payment details forwarded to Cty
Procedures	Financial Regulations reviewed annually for content and conformance	✓	.
	Financial Procedures reviewed annually for content and conformance	✓	
	Statement of Internal Control completed by Council – Annual Return	✓	Reviewed Feb 2018
	Internal Audit & report received by Council	✓	Sept 2017
	External Audit & report received by Council	✓	SAAAA
Systems of Internal Control	Business Risk Assessment	✓	Clerk Feb 2018
	Risk Assessments Report	✓	Clerk Feb 2018
	Internal Controls Checklist	✓	Clerk 12 Feb 2018
	Internal Audit :		
	- Review Terms of Reference	✓	Reviewed 02 Feb 18
	- Review of Audit Plan	✓	----- " -----
	- Review of Schedule of Internal Controls	✓	----- " -----
Checklist for Financial Year-end	✓		
Members Annual Governance Statement	✓		

3	Public Liability (See 1 Assets)		
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



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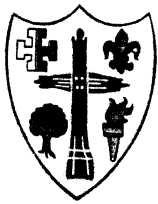
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				their appointed electrical contractor. Sep. cover sourced by Bishops Wood and Coven Heath.
	Bus Shelters	Adequate insurance	✓	See section 1
	War Memorials	Adequate insurance	n/a	
	Play Areas	Adequate insurance (5 sites)	✓	See Section 1

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

5	Member Liability			
	Declarations of Interests	Register accurate & cc'd to monitoring officer	✓	Training arranged June 18
		Register reviewed annually	✓	Done Feb 18
		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	✓	

6	Council Liability			
	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	✓	
	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).



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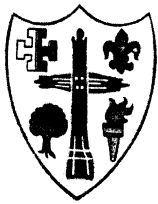
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	Code of Conduct	Reporting of interests administ'd by SSDC, req. for dispensations to Clerk, approved-Cncl	✓	Reviewed and amended 17 Jan 18
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7	Health and Safety			
	Responsibilities	The workplaces 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 2017	
	Electrical equipment PAT tested + see app'x 3	✓	Last tested May 17 Equipment. Vis. checks annually	
	Boiler serviced annually	✓	Last service 10 Dec 17	

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

9	Contracts			
	Tender process	Review for conformance	✓	As per Financial Regulations.
	Placing contracts	Compliance with legislation / Standing Orders	✓	Reviewed following Int Audit recs 2017
	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		✓		



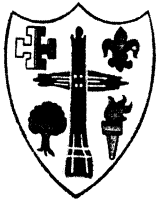
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Inspections - Third Party	Waste Bins	✓] see monitoring contr. above.
	Street lighting	✓] Handyman as he works around
	Highways	✓] Parish, reporting back to office
	Contracts are reviewed annually and placed with specialist contractors who will hold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

10	Administration		
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	✓	In line with Data Protection Act
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/Data Protection	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.

11	Data and Computer Security		
Accounts and Salaries data	Paper records locked away when not in use	✓	
	Electronic data held on external secure server	✓	Edge Systems, password protected.
	Accounts system supports audit trail of user	✓	Edge advised audit trail of



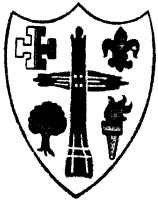
**Brewood and Coven Parish Council
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		updates – req'd for Fidelity Guarantee (Zurich)		transactions. Individual login and password.
Access to wages Computer system and PCs generally		Access to PCs restricted by user defined passwords	✓	
		Users should 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.
		Portable media locked away when not in use	✓	Ext. h/disk locked in Clerk's office.

12	Charities / Trusts			
	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.

13	Buildings & Open Spaces (Council office, changing rooms, sun-shelter, toilets, 3xp'fields & Bront)			
Vandalism		All economically viable measures to exclude uncontrolled entry installed	✓	
		Playing fields:	✓	
		- locked at dusk	✓	
		- 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:	✓ ✓	
		- daily checked by caretakers	✓	
		- weekly & as req'd by handyman	✓	Written record maintained & filed
		- monthly checked by those allocated with responsibility		
		- annual inspection	✓	See Contracts 'Site inspections'
		Open Spaces (Bront & amenity areas):	✓	See individual Risk Assessments
		- 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 hogweed to be reported to the	✓	



**Brewood and Coven Parish Council
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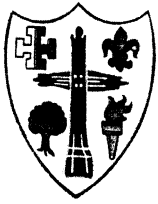
		Clerk - Amenity areas; (including those tended in agreement with SCC), benches, bus shelters, Council troughs and planters, - Allotments: uneven ground, trips and slips, lone attendance, first aid.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Key Holders		Council Office – Clerk, Ass. Clerk, Car Scheme Co-ord. / Recep'tst, Cleaner, R. Taylor off site.	<input checked="" type="checkbox"/>	
		Toilets – handy man & janitor (2), spare x 5	<input checked="" type="checkbox"/>	
		Jubilee Park – Caretaker, handy man, SSDC, Tennis club, office, Police	<input checked="" type="checkbox"/>	
		Brewood Changing Rooms – Tennis club	<input checked="" type="checkbox"/>	
		Bishops Wood Playing Field – caretaker, SSDC, office, Police	<input checked="" type="checkbox"/>	
		Coven Playing Field – caretaker, nursery, handyman, office, SSDC, Police, Y Millward (cover for annual leave).	<input checked="" type="checkbox"/>	
		Coven Changing Rooms – caretaker, handyman, office	<input checked="" type="checkbox"/>	
		Sun shelter and store – handy man, caretaker, office.	<input checked="" type="checkbox"/>	
Key holders cont.		Allotments main gate, car park gate & car park height barrier, Coven Heath – Allotments Assoc. Chair (gates), caretaker, office	<input checked="" type="checkbox"/>	
		Bront security posts – office (zz locks)	<input checked="" type="checkbox"/>	
		ZZ locks – SSC have access (Bront and playing fields)	<input checked="" type="checkbox"/>	

Date of Assessment: 13 Feb 2018

Carried out by: M. Birtles

Signed: _____

Title: Clerk to the Council



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Date Reviewed: 15 Feb 2018

Carried out by: Janet Carr

Signed _____

Title: Head of Finance on behalf of Finance Cttee

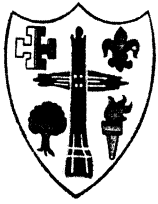
Appendices to also be copied to Staff File of Employment Policies.

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

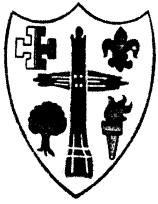


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Appendix 1 – Employer's Duty of Care

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

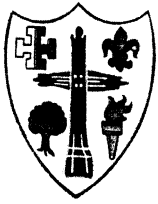
Position frequently used objects, such as your telephone or stapler, within easy reach. Avoid repeatedly stretching or twisting to reach things.

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.

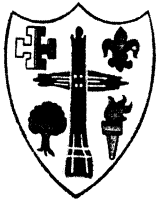


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Appendix 3 Visual and Portable Electrical Appliance Test Guidelines

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