

Avon Dassett Parish Council

Risk Assessment

Update Schedule

Action	Date
Adopted by Avon Dassett Parish Council	22 May 2017
Adopted by Avon Dassett Parish Council	24 May 2018
Adopted by Avon Dassett Parish Council	13 May 2019
Adopted by Avon Dassett Parish Council	6 July 2020
Adopted by Avon Dassett Parish Council	5 May 2021
Adopted by Avon Dassett Parish Council	9 May 2022
Adopted by Avon Dassett Parish Council	15 May 2023
Adopted by Avon Dassett Parish Council	13 th May 2024
Adopted	12 th May 2025

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Risk Assessment

Introduction

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify all potential risks inherent in the place or practices.

Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. The employer should also make sure that all employees and service consumers are made aware of the results of the risk assessment.

This document has been produced to enable the Avon Dassett Parish Council (“the Parish Council”) to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

This does not take into account any risk assessments that will be needed in the future if there is a repeat of the recent Covid 19 pandemic. These will be included if or when necessary.

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1. Organisational Risk

Risk	Level	Exposure	Management/ Control of Risk	Action
Loss of Clerk/Officer	Medium	Avon Dassett Parish Council Public	Maintain continuity via Warwickshire and West Midlands Association of Local Councils (“WALC”) for details of Locum Clerk service. Access all Parish Council records via emergency procedures. Ensure that holiday/illness cover is available from Councillors. This cover should include access to email accounts and data stored on the Parish Council IT Equipment. The Clerk plans annual leave around meetings. Councillors are able to take minutes and the Chair has access to information on Google Drive.	Chair
Loss of Responsible Financial Officer	Medium	Avon Dassett Parish Council Public	WALC assistance to be sought for a locum Responsible Financial Officer. Ensure that holiday/illness cover is available from Councillors. This cover should include access to email accounts and data stored on the Parish Council IT Equipment. The RFO plans annual leave around meetings. Councillors are able to take minutes and the Chair has access to information on Google Drive.	Clerk / Chair

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Loss of Councillor	Low	Avon Dassett Parish Council Public	Guide to casual vacancy filling document obtained from WALC. Guidance from Stratford on Avon District Council will also be sought. Co-Option policy is in place. The quorum is 3.	Clerk / Chair

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2. IT Risk

Risk	Level	Exposure	Management/ Control of Risk	Action
Loss of IT Data	Medium	Avon Dassett Parish Council Public	Data is stored on Google Drive which is a Cloud based system and is shared with the Chair. Help to be sought from emergency desk at the Warwickshire County Council. Support from Local IT company. Training for Clerk in appropriate backup processes and the use of a “Cloud” facility.	Clerk / Councillors
Loss of Avon Dassett Parish Council Communications Facility (Mail Chimp)	Low	Avon Dassett Parish Council Public	The Parish Council uses its website subscriber facility as an IT solution to its requirement to be able to send targeted emails to residents at their specific request. The loss of this facility would mean that this requirement cannot be met. It is also on this solution that we hold the personal data required. The website is backed up externally by the host. The village also has a WhatsApp on which information is shared.	Clerk / Councillors
Loss of Avon Dassett Parish Council website	Medium	Avon Dassett Parish Council Public	The Parish Council has its own website. This website is used to hold information about its activities, assets, and policies. It is also used to enable it to meet its Transparency Code Requirements. The website is fully documented in terms of content and copies of documents and files that are uploaded are retained on an external	Clerk / Councillors

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Risk	Level	Exposure	Management/ Control of Risk	Action
			storage facility. The appointment of an external company to host the website reduces the risk of loss of the website.	
Loss of IT skills and capability	Medium	Avon Dassett Parish Council Public	With more and more reliance being placed on our website for the publication of information and for communicating with subscribers, it is important that we retain and improve the IT skills where necessary and that we have at least 2 people who can administer these functions. A Councillor and the Clerk have these skills.	Clerk / Councillors

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3. Compliance Risk

Risk	Level	Exposure	Management/ Control of Risk	Action
Failure to keep pace with the rapidly changing requirements	Medium	Avon Dassett Parish Council	Regular scrutiny of the requirements received from the WALC to ensure that the Parish Council continues to meet its compliance obligations in an accurate and timely manner and that all policies are reviewed as and when necessary. Regular review of the Clerk's training requirements to ensure that he / she has the skills necessary. The Clerk will, where necessary, seek guidance / clarification from WALC. WALC holds monthly operational meetings for Clerks and Chairs; the Clerk and the Chair attend when possible. WALC sends out weekly newsletters. The Clerk is a member of SLCC and various forums where updates are obtained.	Clerk / Chair
Non-compliance with Standing Orders	Medium	Avon Dassett Parish Council	Regular scrutiny of Standing Orders by Councillors. Model standing Orders available from WALC website. Scrutiny of Standing Orders by Internal Auditor during Internal Audit.	Clerk, Councillors, and the Internal Auditor

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Risk	Level	Exposure	Management/ Control of Risk	Action
Failure to comply with Transparency Code Requirements	Medium	Avon Dassett Parish Council Public	Regular reviews of the Transparency Code Requirements and the information that is uploaded to the Parish Council website. Information that is required to be uploaded should be easy to access and clearly identified	Clerk / Councillors
Failure to comply with Data Protection Requirements	Medium	Avon Dassett Parish Council Public	Regular reviews of the Data Protection Requirements and internal policy. Ensure that any data held is held in a secured area with adequate password controls in place and ensuring that any information held has the specific authority of the data owner. Appropriate training to be given to the Clerk and Councillors. The Clerk is appointed as the Data Protection Officer	Clerk / Councillors
Failure to comply with Data Retention Requirements	Medium	Avon Dassett Parish Council Public	Regular reviews of the Data Retention Requirements and internal policy. All paper copies of documents to be adequately safeguarded and wherever possible the documents are to be passed to the Warwick Records Office for safe keeping. Electronic copies of documents will be made wherever possible, and these will be subject to the Loss of IT Data assessment above.	Clerk / Councillors

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4. Financial Risk

Risk	Level	Exposure	Management/ Control of Risk	Action
Loss of Council Assets	Medium	Avon Dassett Parish Council Public	Theft / loss of assets insured for replacement cost (incl. civic regalia). Internal auditor to review asset register and insurance. Clerk and Councillors to check assets on a regular basis.	Clerk, Councillors and the Internal Auditor
Theft/Fraud	Medium	Avon Dassett Parish Council Public	Regular scrutiny by Councillors of financial records. Proper recording in minutes of all approval for spending and powers under which spend is authorised. Letter of appointment for Internal Auditor to include areas of risk – VAT, PAYE, cheque signing, adequacy of invoicing, powers, and Council income. Regular review of payroll and pension processes and payments using HMRC authorised software for the calculation of any payroll payments. Review of effectiveness of internal Auditor's report. Committee / Parish Council approval for changes to payroll authority. The Parish Council does not hold any petty cash.	Councillors and the Internal Auditor

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Risk	Level	Exposure	Management/ Control of Risk	Action
Injury/loss to recipient of Council service	Medium	Council Staff	Public liability insurance indemnity of £5 million Regular scrutiny of insurance by Councillors. Emergency policy to delegate authority to Clerk to commit finances without prior approval of Council in emergency.	Councillors, Clerk
Reserves not meeting the level set out in the policy	Medium	Avon Dassett Parish Council	Reserves policy in place. RFO monitors reserves and reports shortfalls to the Parish Council. Reserves considered during budget setting and also on a regular basis via the Projects Group when making recommendations in relation to projects to be progressed.	RFO, Councillors
Loss of Income	Low	Council Staff	Regular budget monitoring by Councillors to ascertain income. Cash Book reconciliation monitoring by Councillors. Annual monitoring of income stream levels (burial fees etc.). Authority for Clerk / Responsible Financial Officer to transfer between accounts. Submission of Precept request to meet deadline set by SDC reported to Parish Council in meetings	Councillors and the Internal Auditor

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5. Operational / Reputational Risk

Risk	Level	Exposure	Management/ Control of Risk	Action
Injuries sustained whilst undertaking voluntary work on behalf of the Parish Council	Low	Avon Dassett Parish Council Public	Any work undertaken on behalf of the Parish Council by volunteers will be properly supervised and checks will be undertaken to ensure that the Council is properly insured Risk assessments will be carried out when necessary	Clerk, Councillors
Injuries sustained whilst undertaking community activities in conjunction with the Parish Council	Low	Avon Dassett Parish Council Public	Any community related activities undertaken in conjunction with the Parish Council will be properly supervised and checks will be undertaken to ensure that the Council is properly insured Risk assessments will be carried out when necessary	Clerk, Councillors
Injuries sustained whilst visiting the War Memorial	Low	Avon Dassett Parish Council Public	Inspections are carried out on a regular basis by Councillors and any issues reported at the regular meetings or if urgent to the Clerk.	Clerk and Councillors

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Risk	Level	Exposure	Management/ Control of Risk	Action
Defibrillator – not being operational when needed	Low	Avon Dassett Parish Council Public	Regular checks are carried out Annual service is undertaken Out of use notices sent to residents via MailChimp and on village WhatsApp	Clerk and Councillors
Streetlights – not working or causing injury due to poor state of repair.	Low	Avon Dassett Parish Council Public	Maintenance contract in place with WCC Streetlights upgraded to LED in 2025/26. Warranty in place. Regular visual inspections Reporting through the Clerk	Clerk and Councillors
Bus shelter	Low	Avon Dassett Parish Council Public	Inspections are carried out on a regular basis by Councillors and any issues reported at the regular meetings or if urgent to the Clerk.	Clerk and Councillors
Injuries sustained whilst visiting the village cemetery	Low	Avon Dassett Parish Council Public	The headstones in the cemetery could over time become unsafe and could pose a potential danger to anyone visiting the cemetery. The Parish Council will carry out regular inspections and will, if necessary, contact the respective agent to ensure that remedial actions are undertaken.	Clerk, Councillors
Injuries sustained whilst visiting the village playground	Low	Avon Dassett Parish Council Public	The Parish Council will ensure that annual inspections are undertaken by an approved inspector. In addition, regular inspections will be carried out by the Parish Council. Work required to	Clerk, Councillors

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Risk	Level	Exposure	Management/ Control of Risk	Action
			ensure the equipment and playground are safe are reported to the Parish Council in meetings.	

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6. The Reading Room

Risk	Level	Exposure	Management/ Control of Risk	Action
Injuries sustained whilst operating wood burner	Medium	Avon Dassett Parish Council Public	Full operating instructions and safety information are available with the unit Fire Blanket installed Fire Extinguishers are subject to regular servicing Regular cleaning of chimney CO2 Sensor in Reading Room, regularly checked Clean stove annually Temperature gauge on unit to advise users of temperature and inform on appropriate use of fuel	Clerk, Councillors
Structure of building – falling debris causing injury	Medium	Avon Dassett Parish Council Public	Regular visual inspections	Clerk, Councillors
Equipment in the building not being in a good state of	Medium		Regular visual inspections Cleaner reports damage	Clerk, Councillors

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Risk	Level	Exposure	Management/ Control of Risk	Action
repair and causing injury				
Access	Medium	Avon Dassett Parish Council Public	Disabled access available Visual inspections at least every 2 months	Clerk, Councillors and public
Trip hazards	Medium	Avon Dassett Parish Council Public	Visual inspections Regular cleaning in place	Clerk, Councillors and public
Legionella	Medium	Avon Dassett Parish Council Public	Tested in 2020 and procedures in place	Clerk, Councillors

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Cleaning of Reading Room

Protocols

In July 2020 the Reading Room underwent Legionella and drinking water tests with satisfactory outcomes.

- No person is to enter the building if they feel unwell, including cleaning contractors.
- Follow Government guidelines for social distancing, health, and safety, at all times and ventilate the room when possible.
- Run all taps for 2-5 minutes at a moderate flow rate, prior to use (see Legionella guidelines).
- Prioritise cleaning of highest contact surfaces:

Main Room: All door handles, light switches, P.O. hatch, table next to P.O. hatch.

Toilet: Flush button, toilet lid, tissue dispenser

Kitchen: Taps, drainer and sink

- Remove and dispose of cleaning materials, in line with Government advice.
- Descale all the taps every 3 months (January, April, July, October).
- Report the need for further supplies of cleaning items and hand sanitiser to the Clerk.
- If there is a contamination issue, the Clerk will notify the Cleaning Contractor.

Should a deep clean be required, the advice from Public Health England must be followed.

The Parish Council has obtained from Warwickshire County Council 2 air purifiers which will clean the air in the Reading Room. Visitors are encouraged to use them.