

Subject	Risks Identified	Rating	Risk Mitigation	Actions
Lone working	Verbal and/or physical assault	LOW	Councillors or Clerk to lock door when working alone. Where possible no one is left on their own especially late after evening meeting. Also to carry a mobile phone with them at all times and to call either the Clerk or nominated Councillor if a confrontation occurs.	Nominate contact for Clerk to call if issue arises. To install a panic alarm for volunteers and The Clerk
Engagement with the Public	Working with vulnerable people and young people		Ensure Volunteers are trained to support themselves and users of the IC.	The Clerk to organise suitable training. Introducing of a 'Safe Gaurding Policy' A system to be set up so the Clerk is aware who is in the IC at anytime for their safety
Security of Buildings	Access to rooms	LOW	Keys given out are limited and key holders resolved at full council. A key holder register is set up by Clerk. When Cllrs resign if key holder the Clerk ensures the keys are returned. Cllrs do not make copies of the keys for anyone with permission of full council. No one bar the Clerk and two nominated Cllrs to have access to the Parish Office. Only agreed key holder to use the Parish Room for the agreed purpose. All event/workshop bookings to be made via the Clerk. Clerk to do any necessary risk assessments.	All keys to be returned to the Clerk from Councillors and reissued in May post elections. Only the Clerk and Chair to have keys to the Parish Office. All volunteers will be asked to return keys to the Parish Office. Clerk has received up to date key holder details form volunteers. The Clerk to manage room bookings and access to the Parish huts.
	Alarms	LOW	Alarms to be maintained regularly by Spy Alarms to ensure they are in proper working order. Alarm code only to be give to volunteers for the Parish Room. The Parish Office code only to be given to the Clerk and Chair	Clerk to ensure regular alarm checks are carried out. Alarm code to be changed on a 6 monthly basis by the Clerk for both rooms.
	CCTV	LOW	CCTV for the huts should be reinstated to protect the huts particularly if an insurance claim is required.	Clerk to look into costs of replacing the CCTV. This needs to be done in conjunction with the car park devolution discussions.
Security of Equipment	Items stolen or broken	LOW	Equipment should be kept in the IC unless permission granted by Council or in an emergency the Clerk. The Clerk to have access to all cupboards/cabinets to check equipment. Computers are locked to desks when necessary and laptops are securly locked away.	The Clerk to review practices with volunteers. The clerk to be given a key for access to all cupboards/cabinets.
Electrical	Shocks or burns from electrical equipment.	MED	Volunteers and Clerk to be trained to spot and report any defective plugs, discoloured sockets or damaged cable. Volunteers and Clerk know where fuse box is and how to safely switch off electricity in an emergency. Access to fuse box kept clear.	Electrician to do a safety check of office and room electrics every five years. PAT testing on all portable equipment including PCs, monitors and printers every 2 years. Clerk to organise as part of H&S and first aid training. The Clerk to ensure first aid kit is stocked.
Fire	If trapped, staff, Cllrs or members of the public could suffer from smoke inhalation/burns.		Fire risk assessment should be done annually and necessary action taken. The Clerk and volunteers to be training in fire extinguisher use. Security lighting has been installed.	Clerk to carry out an annual fire assessment of the Parish rooms. Middle door is to be kept clear for access. Clerk to organise training.
Slips, trips and falls	Staff, Cllrs and members of the public may be injured if they trip over objects or slip on spillages.		Good housekeeping in customer areas. Good lighting in all areas. Trailing cables managed. Any carpet is properly tapped down to avoid trips	Carpet in the Internet Café either removed or edges are tapped down to avoid any trips. Proper computer tables and cable tidies to be brought in.
Heavy Lifting	The new A Frame is very heavy and large. Potentially could fall off of the sack barrow and hurt a volunteer then or by lifting it onto the sack barrow itself	MED	Volunteers to be trained in heavy lifting and those to be identified if the A-Frame is too heavy for them to move. A strap be bought for the sack barrow to tie the A-Frame onto it.	The Clerk to: Ensure heavy lifting is part of the H&S training. Include 'heavy lifting guidance' as part of the IC H&S policy. Buy a strap for the sack barrow to keep volunteers and general public safe.
Table and chairs	Proper table and chairs used for the right purposes		The tables and chair in the IC are not currently as safe as they should be. Proper desks are not used for computer equipment. Tables are too heavy to move for reconfiguration for PC meetings	The Clerk is proposing that all tables in the IC re replaced with proper computer desks and tables that can be safely moved to reconfigure the room for meetings.
Training of Volunteers	All volunteers need suitable training to keep themselves and users of the IC safe	MED	No training has been given to date. Propose all volunteers are supported through training in: 1. Health and safety - including computer set up and usage, heavy lifting (A-frame), safe guarding including children 2. First aid - a trained volunteer should always be on duty to deal with minor injuries/burns etc. 3. Fire safety training as detailed above	Clerk to liaise with the volunteers to organise a batch of training sessions most suitable for volunteers and the Clerk. Councillors will also be invited to attend and relevant sessions. Clerk to propose the implementation of a Safe Guarding Policy for the Council to include the IC.

General Health and Safety	No training has been given and no policy written for the IC	MED	Volunteers to be trained as above and the Clerk look into implementing new processes and procedures to support and protect the IC volunteers and users.	Clerk to write a H&S section in the BPC policy detailing the IC in conjunction with volunteers A training and H&S schedule to be implemented for existing and new volunteers of the Parish Room An agreement to be written up between volunteers and the BPC
Money	Theft and mismanagement of funds. Finance practices are not in line with BPCs financial regulations an requirement.	LOW	To have a locked donations box. For volunteers to follow the financial procedures guidance to be developed by the Clerk in conjunction with volunteer liaison group.	A locked donations box will be used which the Clerk will have a key to and empty weekly. A spare copy of the key will be kept in the BPC safe. The Clerk will write and be a point of contact for any concerns volunteers may have regarding monies.