

RISK MANAGEMENT

LINKINHORNE PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT 2008

Area	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Protection of physical assets: Bus Shelter at Rilla Mill Bus Shelter at Minions (uninsured) 5 noticeboards (uninsured) Play equipment at Rilla Mill and Upton Cross Public toilets Burial ground Various seats around the parish (uninsured) War Memorial Sterts Recycling Centre	L	Assets insured. Value increased annually by RPI. <i>No smoking notices to be placed in Minions bus shelter. Also visibility is reduced by parked cars adjacent to shelter – clerk to contact highways.</i> <i>Electrical safety to be checked by contractor in public toilets.</i> <i>Clerk to check public liability/indemnity regarding parish benches in Rillaton, Rilla Mill, Minions and 2 WI seats in Jubilee Field.</i> <i>War memorial is now insured. It does not include railings.</i> <i>Recycling centre is to be closed.</i>
	Security of buildings, equipment etc	L	External doors to public toilets require locks to enable closure in event of health and safety issues arising. <i>Clerk – doors locked by key</i>
	Maintenance of buildings etc – public toilets	L	Currently cleaned 3 times a week and maintained as required. Regular structural checks to be undertaken on the building and consideration to be given to accessibility requirements. <i>??Clerk to put no smoking signs in public toilets and bus shelter at Minions??</i> <i>Cllr Todd to undertake annual drain check for root growth at public toilets</i>
Finance	Banking	M	Sums with high street bank
	Risk of consequential loss of income	M	Important documents backed-up and taken off premises. Archives stored with Cornwall County Council.
	Loss of cash through theft or dishonesty	M	Receipts issued.
	Financial controls and records	M	Monthly reconciliation prepared by Clerk and checked by Chairman and reported to Council. Two signatories on cheques. Internal and external audit.
	Comply with Customs and Excise Regulations	M	Use help line when necessary. VAT payments and claims calculated by Clerk and checked by Chairman. Internal and external auditor to provide double check.

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	Sound budgeting to underlie annual precept	M	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council monthly.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. <i>Seats to be inspected by clerk (RM) and councillors</i>
	Legal liability as consequence of asset ownership (burial ground, playgrounds and toilets, Jubilee Field etc)	M	Insurance in place. Weekly recorded checks of playgrounds, reported to Parish Council monthly. Annual checks by ROSPA of playgrounds. Clerk annual check of burial ground re anchoring. Toilets checked on a frequent basis.
Employer Liability	Comply with Employment Law	L	Membership of various national and regional bodies including Employees Organisation.
	Comply with Inland Revenue requirements	L	Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	L	Employers' Liability insurance
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary. Membership of Cornwall Association of Local Councils and Society of Local Council Clerks. Attendance on training courses.
	Proper and timely reporting via the Minutes	L	Council meets once a month and receives and approves Minutes of meetings held in interim. Minutes made available to the public via the web site, at subsequent meetings and on request.
	Proper document control	L	Leases and legal documents stored with Caunter's in Liskeard.
Councillor propriety	Registers of Interests and gifts and hospitality in place	M	Register of interest completed and returned to Caradon District Council. Gifts and hospitality register for items valued over £25 in place. <i>Review of register to be undertaken in the current year (chairman). Clerk to enquire at Caradon DC for forms.</i>

This risk management paper was considered by the Council on 30th September 2008 and will be reviewed again in 12 months.

Signed

Chairman

Signed

Deputy Chairman

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H: High risk
M: Medium risk
L: Low risk

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	Ref. No:												
COSHH ASSESSMENT FORM													
Section 1													
Administrative Details - please print details clearly													
Site.....Department.....													
Name of Assessor..... Position.....Date.....													
Section 2													
Substance Details (use Material Safety Data Sheet for Reference)													
Substance Name: Trade Name:													
Manufacturer:													
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Substance Description:</td> <td style="width: 15%;">Solid</td> <td style="width: 15%;">Liquid</td> <td style="width: 15%;">Gas</td> <td style="width: 15%;">Dust</td> <td style="width: 20%;">Powder</td> </tr> <tr> <td></td> <td>Micro-organism</td> <td></td> <td>Other:</td> <td></td> <td></td> </tr> </table>		Substance Description:	Solid	Liquid	Gas	Dust	Powder		Micro-organism		Other:		
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Exposure Levels:													
<i>Refer to Material Safety Data Sheet.</i>													
Maximum Exposure Limit	(MEL)												
Occupational Exposure Standard	(OES)												
Short Term	(15 mins)												
Long Term	(8 hours)												
Section 3													
Working Process													
Give a brief description of the process involving the substance, e.g. crushing, weighing, mixing, pouring etc.													
.....													
.....													
.....													
.....													
.....													

.....

COSHH ASSESSMENT FORM (Cont.)

**Section 4
 Current Control Measures**

What measures are currently used to control the hazard? A list of examples is given below:

Isolator	Fume Cupboard	Safety Cabinet
Local Exhaust Ventilation Hood	Dilution Ventilation	Reduced Staff Exposure
Time	Training	Powered Respirator
Half Mask Respirator	Filtering Half Mask (Dust Mask)	Safety Glasses
Safety Goggles	Full Face Shield	Lab Coat Apron
Gloves	Protective Shoes	Barrier Cream

For each control measure used, please state:

Make and model of equipment used:

The British Standard with which it complies:

Date of the last maintenance inspection:

Does equipment or its packaging bear the CE mark: [Yes] [No]

Detail any replacement of parts, filters etc and any results of monitoring undertaken to ensure the equipment is functioning properly:

.....

**Section 5
 Contact with the Hazard:**

Using the control measures, what is the likelihood that any person will come into contact with the substance?

		Score
Impossible	cannot happen under any circumstances	0
Unlikely	may happen, although not definite	1
Possible	could happen although it would be unusual	2
Even Chance	could happen	3
Probable	would not be surprised if it did happen	4
Likely	only to be expected	5
Certain	will definitely happen	6

**Section 6
 Frequency of Exposure to the Hazard**

How often is the substance likely to be handled?

Frequency	Score
Infrequent	1
Annually	2

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Monthly	3
Weekly	4
Daily	5
Hourly	6
Constantly	7

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DISPLAY SCREEN EQUIPMENT ASSESSMENT TOOL			
Section 1			
Administrative Details - please print details clearly			
Name..... Site Department.....			
Name of Assessor..... Position.....Date.....			
ENVIRONMENT		YES	NO
1	Space: Is there sufficient space with enough storage, to enable easy access to the workstation (legal minimum 11 cubic metres per person)?		
2	Lighting and Power: Is the lighting suitable for the user? Has glare and reflection from light fittings, windows and walls been avoided from the screen? Have desk lamps (or other local task lighting) been supplied where necessary? Are flexible cables safe (i.e. not trailing)?		
3	Noise: Is the equipment noise low enough not to distract attention or disturb speech? Can noisy equipment be moved away from the workstation where necessary?		
4	Temperature and Humidity: Is the temperature at the workstation at least 16 degrees C (following the first hour of work commencing)? Is the temperature maintained at a level that ensures operator comfort? Have all sources of excess heat (those likely to cause injury or discomfort to operators) been eliminated or suitably controlled? Is the air around the workstation comfortable (i.e. not too dry)? Does the user feel thirsty within an hour of starting work?		
DISPLAY SCREEN EQUIPMENT		YES	NO
5	Display Screens: Is the screen image stable? Is the brightness/contrast control easily adjusted? Does the screen tilt and swivel easily? Does the screen height adjust (i.e. separate base or adjustable table)? Where the need cannot be avoided, has an appropriate screen filter been supplied? Is the screen regularly cleaned?		

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GENERAL RISK ASSESSMENT																				
<p>Section 1 Administrative Details - please print details clearly</p> <p>Site.....Department.....</p> <p>Name of Assessor..... Position.....Date.....</p>																				
<p>Section 2 Work Activity Task</p> <p>Give a brief description of the work activity being assessed</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>State identified hazard.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																				
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<p>Section 4 Contact with the Hazard:</p> <p>Using the control measures identified in Section 3 what is the likelihood that any person will be harmed by the hazard? Ensure that the control measures are actually being used and used appropriately i.e. they prevent/reduce contact with the hazard and therefore protect health and safety.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%; text-align: right;">Score</td> </tr> <tr> <td>Impossible</td> <td>cannot happen under any circumstances</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Unlikely</td> <td>may happen, although not definite</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Possible</td> <td>could happen although it would be unusual</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Even Chance</td> <td>could happen</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Probable</td> <td>would not be surprised if it did happen</td> <td style="text-align: right;">4</td> </tr> </table>					Score	Impossible	cannot happen under any circumstances	0	Unlikely	may happen, although not definite	1	Possible	could happen although it would be unusual	2	Even Chance	could happen	3	Probable	would not be surprised if it did happen	4
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Likely	only to be expected	5
Certain	will definitely happen	6

GENERAL RISK ASSESSMENT (Cont.)

Section 5

Frequency of Exposure to the Hazard

How often is a person (s) likely to be exposed to the hazard?

Frequency	Score
Infrequent	0.1
Annually	0.2
Monthly	1.0
Weekly	1.5
Daily	2.5
Hourly	4.0
Constantly	5.0

Section 6

Maximum Probable Loss

If a person does come into contact with the hazard; what is the worst that can happen? Remember to take account of the effects on pregnant women and nursing mothers, young people i.e. inexperienced, and those with disabilities, if applicable.

Loss	Score
A person could die	15
A person could lose both limbs, both eyes, or sustain a serious permanent injury/illness/condition	8
A person could lose one limb or one eye, or sustain a temporary serious injury illness/condition	4
A person could break a major bone or sustain a permanent major injury/illness/condition	2
A person could break a minor bone or sustain a temporary minor injury/illness/condition	1
A person could sustain a laceration or mild ill health effect	0.5
A person could sustain a scratch or bruise	0.1

Section 7

Number of People at Risk

How many people are likely to be affected if the hazard is present? Note: it is the work activity that is being assessed; so a wet floor may be hazardous to a number of people, but working at a computer would affect the operator only.

Number of People Affected	Score	Indicate who could be affected. Please tick one or more:
1 -2	1	Engineers (Elec.)
3-7	2	Engineers (Mech.)
8 -15	4	Sub-contractor
16 - 50	8	Domestics
		Public

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