



### **Minutes of the Bury Parish Council meeting on Monday 11<sup>th</sup> September 2023**

#### **1. Attendance and Apologies for Absence**

**In attendance:** Councillors Champness (Chair), Davis (K), Davis (S), Daykin, Driver, Labarte and Morrison.

**Apologies:** There were none.

**Also in attendance:** Mike Simpson (Clerk), District Councillor John Cross and 4 members of the public.

#### **2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.**

There were none.

#### **3. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**

There were none.

#### **4. Approval of the Minutes of the Council Meeting of the Parish Council held on 10<sup>th</sup> July 2023**

Councillors **RESOLVED** to approve the minutes from the meeting on 10<sup>th</sup> July as a true and accurate record.

#### **5. County Councillor reports**

There were no reports.

#### **6. District Councillor reports**

Councillor John Cross provided a written report which councillors noted. He also advised that he had written to the Police and Crime Commissioner about the A29 and hoped something might happen in the next couple of weeks. He also said that the SDNPA had released a Technical Advice Note (for applicants) relating to what constitutes a temporary or permanent horse and stables development.

#### **7. Chair's announcements**

The Chair thanked all residents that responded to the Council's survey on the draft Parish Priority Statement.

#### **8. Planning**

(a) To review the following applications

**SDNP/23/03538/24BC** Cokes Farm West Burton Road West Burton Pulborough West Sussex RH20 1HD **Proposal:** Notification to extend use of campsite by an extra 30 days from 05.08.2023 to 01.10.2023

The Council noted this application but had no comment.

**SDNP/23/03390/TCA:** Lower House Farm West Burton Road West Burton Pulborough West Sussex RH20 1HD **Proposal:** Notification of intention to fell 1 no. Beech tree (T1)

Councillors **RESOLVED** to support this application.

**(b) To consider any applications since the publication of the agenda**

There were none.

**(c) To consider any planning appeals**

The Council noted there was an appeal regarding Foxbury Farm but had already submitted a detailed objection and had nothing further to add.

**(d) To receive an update on the Parish Priority Statement**

The consultation had only just finished which meant Councillors had not had enough time to consider properly the results. Therefore, it was **AGREED** that another meeting was required to discuss it in more detail and make any decisions.

## **9. Finances**

**(a) Review schedule of payments and bank reconciliations since the last meeting (10<sup>th</sup> July 2023)**

Councillors **RESOLVED** to approve the schedule of payments since 10<sup>th</sup> July and the bank reconciliation for August 2023.

**(b) To consider the variance report for actual vs budget expenditure**

Councillors **RESOLVED** to approve the latest report.

**(c) To form a working group to discuss the budget for 2024-25**

It was **AGREED** that the Chair and Clerk would work on a draft budget to present at the next meeting.

**(d) To consider a grant request from Bury Cricket Club**

Councillors considered a request from Bury Cricket Club for a replacement gang mower. The total cost was approximately £3,000 and Councillors agreed it would be helpful for the cricket club to cut the grass at the recreation ground instead of the Parish Council whereupon the Councillors **RESOLVED** to grant £800 towards the cost.

**(e) To confirm the conclusion of the Council's audit 2022-23**

Councillors **RESOLVED** to approve the external audit report and confirm the conclusion of the Council's audit for 2022-23.

## **10. Highways**

**(a) To receive any update from the A29 RIC**

Councillor Morrison informed the Council that the RIC was undertaking an acoustic survey which would produce a decibel graph and help towards enforcement action on Bury Hill. He believed that the Police and Crime Commissioner and Sussex Police were becoming more minded to support an average speed camera. He also advised that revenue raised from speeding fines in Hampshire contributed towards the purchase of speeding cameras, however, this was not currently the case in Sussex.

**(b) To consider plans for a 20mph zone in the parish**

Councillor Karen Davis reminded the Council there were two ways to pay for a Community Highways Scheme; one was to fund it and have the application expedited or wait for WSCC to fund it which may take a few years. She suggested three areas that would potentially be covered by 20mph zone; the village, outside the primary school and West Burton and advised each area would cost around £1,500 whereupon Councillors **AGREED** to survey residents in the autumn to gauge support.

## **11. Policies**

**(a) To review the Council's Standing Orders**

Councillors **RESOLVED** to approve the Standing Orders without any changes.

**(b) To review the Council's Financial Regulations**

Councillors **RESOLVED** to approve the Financial Regulations without any changes.

**(c) To review the Council's Risk Assessment**

Councillors **RESOLVED** to approve the draft Risk Assessment.

**12. Bury and West Burton Volunteers**

**To receive an update and consider any requests**

The Chair of the Volunteers provided an update and advised the next event to organise was Apple Day and they were currently working on delivery routes and the rota for The Link. The storeroom upstairs had been cleared as well as the room above the Sydney Room. The Committee Room was currently being cleared but there was a lot of old documents, especially from the Neighbourhood Plan, which needed to be reviewed by the Council. Councillors **RESOLVED** to pay for a second skip for the additional rubbish.

**13. Village Hall**

**(a) To discuss the refurbishment of the Village Hall**

Councillor Daykin advised the Council that bat droppings had been found in the roof so three further surveys were required to see if it was used as a roost, two of which would have to be done from May 2024 to include breeding season, so no work could be done to the roof until the surveys have been completed. Furthermore, planning permission could not be granted until after the surveys had been done. The Chair stated there used to be a Village Hall Working Group to oversee day to day operations and questioned whether it would be beneficial to start again whereupon Councillors **AGREED** to form a Village Hall Working Group consisting of Councillors Karen Davis and Labarte as well as village hall manager Judith Daykin.

**(b) To consider a request to repaint the sign above the post office**

Councillors **AGREED** that the Working Group should get in touch with the resident to discuss.

**14. Fibre Broadband**

The Chair said that Openreach was still working hard to complete the buildout and many residents had been able to connect already. He also said that West Burton should soon be able to connect and as soon as they can, it would be advertised. BT had lifted its speed cap of 300Mbs and there was a

1-hour back up if you were vulnerable in the event of a power cut.

**15. The Link**

**To discuss the Council's role in future editions of the Link**

The Chair explained that following the retirement of the vicar, the church was finding it difficult to run The Link. Two local residents were continuing to edit and print the magazine but further help was required otherwise it could cease to operate. There were currently funds in the account to operate for another two months with revenue of £6,000 p/a from advertising and £2,400 from subscriptions projected. The Chair also said there could be a temporary £500 shortfall in November until advertising revenue was collected. He proposed the following motion which Councillors **RESOLVED** to approve:

- The Chair to work alongside the editor of The Link and form a working group to report back to the Council.
- Bury Parish Council to donate £250 per annum to The Link.
- Subscriptions to become donations.
- Bury Parish Council to liaise with Arun Churches and Coldwaltham Parish Council.
- Bury Parish Council requests the volunteers to deliver The Link going forward.
- Bury Parish Council monitor the finances and report back on progress.
- Bury Parish Council to cover any temporary shortfall in revenue.
- Bury Parish Council to manage the Link finances

**16. Winter and Emergency Plans**

Councillors **AGREED** to submit a Winter Plan to West Sussex County Council and asked the Clerk to draft one.

**17. Next Meeting**

13<sup>th</sup> November 2023.

**Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 1 - Bank Accounts**

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|---|-----------------------|------------------------------------|------------------|
| Current Bank Account                      | 31/08/2023            |                                    | 0.00             |
| Business Reserve Account                  | 31/08/2023            |                                    | 28,303.68        |
|   |                       |                                    | <hr/> 28,303.68  |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                  |
|   |                       | 0.00                               |                  |
|   |                       |                                    | <hr/> 0.00       |
|   |                       |                                    | 28,303.68        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                  |
|   |                       | 0.00                               |                  |
|   |                       |                                    | <hr/> 0.00       |
|   |                       |                                    | 28,303.68        |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>28,303.68</b> |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

## List of Payments made between 12/07/2023 and 11/09/2023

| <u>Date Paid</u> | <u>Payee Name</u>           | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-----------------------------|------------------|--------------------|-----------------------|---------------------------|
| 17/07/2023       | Business Stream             | DD               | 45.00              |                       | Water                     |
| 28/07/2023       | Chichester District Council | DD               | 50.80              |                       | Waste collection          |
| 31/07/2023       | Mike Simpson                | OLT              | 1,063.40           |                       | Salary                    |
| 31/07/2023       | Local Government Pension    | OLT              | 282.77             |                       | July                      |
| 31/07/2023       | Mike Simpson                | OLT              | 15.00              |                       | Home office               |
| 31/07/2023       | BT                          | DD               | 35.65              |                       | Internet                  |
| 01/08/2023       | Rob Simpson                 | SO               | 291.67             |                       | VH Cleaning               |
| 01/08/2023       | Southern Electric           | DD               | 31.00              |                       | Electricity               |
| 09/08/2023       | A&J Locksmith               | OLT              | 446.50             |                       | Invoice 0242              |
| 09/08/2023       | DM Payroll Services         | OLT              | 60.00              |                       | Payroll fee               |
| 09/08/2023       | ROSPA Play Safety           | OLT              | 98.40              |                       | Playground inspection     |
| 09/08/2023       | Mulberry & Co               | OLT              | 60.00              |                       | Invoice 51256 (training)  |
| 25/08/2023       | Business Stream             | DD               | 45.00              |                       | Water                     |
| 25/08/2023       | Chichester District Council | DD               | 50.80              |                       | Waste collection          |
| 30/08/2023       | Local Government Pension    | OLT              | 282.77             |                       | August                    |
| 31/08/2023       | Mike Simpson                | OLT              | 1,063.60           |                       | Salary August             |
| 31/08/2023       | Mike Simpson                | SO               | 15.00              |                       | Home office               |
| 31/08/2023       | BT                          | DD               | 35.65              |                       | Internet                  |
| 04/09/2023       | A&J Locksmith               | OLT              | 148.50             |                       | Invoice 0241 VH Bar locks |
| 04/09/2023       | Moore                       | OLT              | 378.00             |                       | External audit fee        |
| 04/09/2023       | Mulberry & Co               | OLT              | 126.00             |                       | 21194 Internal audit      |
| 04/09/2023       | Primavera                   | OLT              | 425.40             |                       | Invoice 917               |
| 11/09/2023       | Primavera                   | OLT              | 1,294.20           |                       | Invoice 907               |
| 11/09/2023       | Primavera                   | OLT              | 6,938.18           |                       | Invoice 904               |
| Total Payments   |                             |                  | 13,283.29          |                       |                           |

# BURY PARISH COUNCIL RISK ASSESSMENT 2023

## RISK ASSESSMENT REVIEWS

|                        |   |                    |                                    |                    |                    |
|------------------------|---|--------------------|------------------------------------|--------------------|--------------------|
| <b>Assessment date</b> | <b>Review date</b>                        | <b>Review date</b> | <b>Review date</b>                 | <b>Review date</b> | <b>Review date</b> |
| 01/09/2019             | 07/09/2020                                | 29/11/2021         | 07/11/2022                         | 11/09/2023         |                    |
|                        |   |                    |                                    |                    |                    |
| <b>SITE LOCATION</b>   | <b>ASSESSMENT Author, name / position</b> |                    | <b>Assessment Author signature</b> |                    |                    |
| Clerk's Home           | Mike Simpson, Clerk                       |                    |                                    |                    |                    |

  

|                                 |                          |                               |
|---------------------------------|--------------------------|-------------------------------|
| <b>OVERALL TASK RISK RATING</b> | <b>LINE MANAGER NAME</b> | <b>LINE MANAGER SIGNATURE</b> |
|                                 | Richard Champness, Chair |                               |

### RISK LEVEL GUIDE

|                 |        | Likelihood of occurrence |        |     |
|-----------------|--------|--------------------------|--------|-----|
|                 |        | High                     | Medium | Low |
| Likely Severity | High   | H                        | H      | M   |
|                 | Medium | H                        | M      | M   |
|                 | Low    | M                        | M      | L   |

#### Severity

**High** - Very serious or worse

**Medium** - Serious

**Low** - Minor

#### Likelihood of occurrence

**High** - Very likely - it can be expected

**Medium** - Probable - it could happen

**Low** - Not likely - It would be unusual if it happened

**Activities with a high risk are not acceptable**

| Subject                  | Risks Identified  | Control Measures<br><i>What precautions are being /will be taken?</i>   | Risk Level       |                    |             | Further action required<br><i>Identify by whom and when</i>          |
|--------------------------|---|---|------------------|--------------------|-------------|--|
| Financial & Management   |   | Consider:<br>• legal requirements • good practice • Codes of Practice • generic RAs • own judgement   | Severity of risk | Likelihood of risk | Risk rating | Identify any additional actions required to make the risk acceptable |
| Business Continuity      | Loss of operating information held by the Clerk on the Parish Laptop.   | The clerk backs up work on cloud and external hard drive<br>The email account has appropriate security.<br>The Council Website acts as a secondary back up area for standard documentation and finances.  | High             | Low                | Medium      | None required  |
| Business Continuity      | Loss or long-term incapacity of the Clerk.  | The Clerk passes back up information to the Chair.<br>The Clerk meets/speaks weekly to the Chair and so updating the Chair regularly on operations and projects.<br>A locum Clerk would be recruited to cover long term absence of the Clerk.   | Medium           | Medium             | Medium      | None required.   |
| Business Continuity      | Full or majority resignation of the Council.  | Maintain and adhere to Standing Orders<br>Maintain and adhere to Members Codes of Conduct<br>Clear and accurate minuting of Council meetings<br>Clear communication between Council, outside bodies and Clerk<br>Clear leadership and communication skills from Chair<br>Clerk to develop relationships with WSALC and CDC in order to know who to approach   | Low              | Low                | Low         | None required  |
| Financial Record Keeping | Mistakes in bank reconciliations<br>Mistakes in data input of invoices and VAT figures<br>Mistakes in receipts and payments   | A payments schedule and bank accounts update is presented within every Council meeting.<br>Payments are made within Council meetings, or under delegated authority, and require two signatories with proof of invoice<br>The Clerk reconciles the accounts on a monthly basis.<br>Quarterly budget figures submitted to Council<br>The Parish Council's accounts are audited by independent internal and external auditors                                    | Medium           | Medium             | Medium      | None required  |
| Banking                  | Incorrect funds transferred from one account to another<br>Fraudulent use of bank accounts<br>Bank charges due to late funding transfers between accounts<br>Bank charges for returned cheques                    | Funds are transferred by the Clerk online following agreement within a Council meeting. Payments are not sent until the Clerk has checked that the funds are in the correct account.<br>The online banking system is password protected and used only by The Clerk and authorised signatories to transfer funds from one account to another.<br>Two signatories are required for all payments. Bank statement reconciliation carried out by Chair at meetings | Medium           | Low                | Low         | None required  |
| Grants and Funding       | Overspend on grants/funding received for parish projects.<br>VAT exclusion from Grants/Funding causing cash flow problems for Council<br>Not adhering to terms and conditions of any grants and funding received. | The Clerk retains information on all grants and funds received and advises Council in regular meetings of the terms and conditions that need to be met.   | Medium           | Low                | Low         | None required.   |



|                             |   |   |        |     |        |  |
|-----------------------------|---|---|--------|-----|--------|--|
| Best Value Accountability   | Overspend on services   | <p>Three quotations are sought on any works over £4,000 (FR 11.1) Where the value of works is between £500 and £4000 then the Clerk shall endeavour to obtain two quotes.</p> <p>The Clerk will confirm the order for the work in writing to the contractor so that it is clear what has been agreed.</p> <p>The Clerk will check that all invoices submitted agree with orders issued.</p> <p>No payment will be made to service providers by the Clerk until the work has been verified as complete and as ordered.</p>   | Medium | Low | Low    | None required.                                       |
| Precept                     | <p>Adequacy of precept</p> <p>Requirements not submitted in time to Chichester District Council</p> <p>Precept not received by Council</p>  | <p>The Clerk prepares a budget update report including the actual financial position and projected position to the financial year end and indicative figures and costings which have been obtained on services/works/projects for the following year.</p> <p>Planning for precept begins three meetings prior to submission to CDC.</p> <p>In November, the Council uses the budget update report to map out the required monies for standing costs and projects for the following year.</p> <p>The agreed precept is proposed and seconded during the December meeting.</p> <p>The Clerk submits the precept amount to CDC by the end of January.</p> <p>The Clerk informs the Council when precept monies are received.</p> | High   | Low | Medium | None Required.                                       |
| Salaries & Associated Costs | <p>Salaries paid incorrectly</p> <p>Wrong hours paid</p> <p>Unpaid Tax and NI contributions</p> <p>Data protection and sensitive information not for public consideration</p> <p>Incorrect pension deductions</p> | <p>All salaries are paid net of Tax and NI through DM Payroll services</p> <p>Pension administration and deductions undertaken every quarter</p> <p>The Clerks hours of work are detailed in his/her contract of employment.</p> <p>Any variation in salary/over time payment is arranged/agreed in a Council meeting.</p> <p>Within the Council Standing Orders is a provision for the Chair to request the public and press to leave a meeting due to the confidential nature of the business.</p> <p>Salaries are assessed and applied in line with SALC/NALC salary scales and reviewed annually in April.</p>  | Medium | Low | Low    | Annual appraisal for clerk to take place every year. |
| Employees                   | <p>Fraud by staff</p> <p>Actions undertaken by staff</p> <p>Injury or illness to staff</p> <p>Claims made against staff</p>   | <p>Insurance includes Fidelity Guarantee cover of up to £150,000 indemnity.</p> <p>The Council ensures that all staff receive relevant training and reference books and access to advisory services such as WSALC to undertake their jobs correctly.</p> <p>The Chair obtains employer references on previous employers of the Clerk/RFO.</p> <p>Annual appraisals to ascertain training needs take place for the Clerk.</p> <p>The Council has £10m Employers' Liability Insurance in case any employees become injured or sick.</p> <p>Council has £500,000 Officers Liability insurance</p>  | High   | Low | Low    |  |

|   |   |   |                         |                           |                    |   |
|---|---|---|-------------------------|---------------------------|--------------------|---|
| Councillor/Chair Allowances                             | Councillors overpaid  | Supporting documentation is submitted by Councillors when claiming travel or subsistence expenses to the Clerk and this is approved in the payments section of Council meeting as noted on the payments schedule.<br>The Clerk pays the Chair the Chairman's Allowance as detailed in the precept. The payment is made in the Council meeting and noted on the payments schedule.   | Medium                  | Low                       | Low                | None required.  |
| Elections   | Risk of an election cost in a contested election  | When an election is due the Clerk will receive an estimate of the likely costs of a contested election from Chichester District Council and provision will be made for this when setting the precept for the year.<br>Precept request for election year to include election cost (£1,000)   | Low                     | Low                       | Low                | Estimate received at £1,000   |
| Minutes/Agendas/Statutory Documents                     | Accuracy and legality of operations of Council  | Agendas are prepared by the Clerk and sent to Council within statutory time frames.<br>Council members have signed Electronic Agenda agreements for the use of emailing agendas.<br>Agendas are displayed publicly and uploaded to Council website by the Clerk within the statutory time frames.<br>Minutes are prepared, circulated and displayed and uploaded to the Council website by the Clerk within the statutory time frames.<br>Minutes are approved and signed at the following Council meeting.<br>The Clerk prepares statutory documents, and these are adopted within Council meetings.<br>The Clerk consults with WSALC/NALC regarding statutory documents to ensure compliance with legislation.<br>The Clerk regularly attends training/seminars to keep up to date of legislative requirements.<br>Business at Council meeting managed by Chair or Vice Chair in Chair's absence. | Low                     | Low                       | Low                |   |
| Members Interests                                       | Conflict of interest with Parish Council Business.                                      | Register of Members Interests Forms updated at least annually by Council (May ACM).<br>Declaration of interests is an agenda item on all Council meetings to prompt members of their duty.<br>Standing orders detail the correct procedure.   | Medium                  | Low                       | Low                | In place for new Members  |
| Insurance   | Adequacy of cover.<br>Cost of cover.<br>Compliance with insurance terms and conditions. | A review to be undertaken before the time of the policy renewal of all insurance arrangements in place. The Clerk to liaise with insurance provider and inform Council.<br>The Clerk to obtain predicted insurance cover for following year ready for October meeting and precept planning.   | High                    | Medium                    | Medium             |   |
| <b>Equipment &amp; Land Owned By The Parish Council</b> | <b>Risks Identified</b>   | <b>Consider:</b><br>• legal requirements • good practice • Codes of Practice • generic RAs • own judgement  | <b>Severity of risk</b> | <b>Likelihood of risk</b> | <b>Risk rating</b> | <b>Identify any additional actions required to make the risk acceptable</b> |
| Assets  | Loss/damage/deterioration to parish assets  | An annual review of the Parish Council assets is undertaken, and a register of assets is kept and updated annually.   | High                    | Medium                    | Medium             | Assets checked in autumn  |

|   |  |   |                         |                           |                    |   |
|---|--|---|-------------------------|---------------------------|--------------------|---|
| Maintenance                                       | Risk/damage/injury to third parties                      | <p>Playground equipment and the Village Hall is checked weekly by for safety and damage. Any problems are reported to the Clerk and added as an agenda item at the next meeting.</p> <p>Annual report received by independent Playground Safety Inspector is received and actioned accordingly. As recommended by insurers.</p> <p>All public amenity land is checked and a risk assessment carried out including Bury Wharf, Bury Recreation Ground, Pill Pond, Coates Sand Pit and Bury Hill Chalk Pit.</p> <p>All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.</p> <p>All contractors for grounds maintenance must provide Public Liability Insurance cover of £10m. The Clerk to check insurance is in place correctly.</p> <p>The Parish Council have insurance which includes the following: £10m Employers Liability' £10m Public Liability, £5m Hirers Liability, £5,000 office equipment and £1,025,529 in buildings insurance.</p> <p>An annual tree survey will be commissioned to ensure trees in the public areas are safe.</p> | High                    | Medium                    | Medium             |   |
| Notice Boards                                     | Risk of injury   | <p>The Parish Council has two notice boards sited around the parish. All are inspected regularly by the Clerk and any repair/maintenance requirements brought to the attention of the Parish Council.</p> <p>Keys to the boards are held by Councillor Labarte</p>  | Medium                  | Medium                    | Medium             |   |
| Meeting Locations                                 | Adequacy<br>Health & Safety                              | <p>The Parish Council meetings are held at Bury Village Hall. The venue is considered adequate for the Clerk, Parish Council and members of the public who attend from comfort and health and safety aspects.</p> <p>There is enough parking available at the location for the meetings.</p>  | Medium                  | Low                       | Low                | None required.  |
| Council Records (paper)                           | Loss through:<br>Fire<br>Theft<br>Damage                 | <p>The Parish Council Minutes and Accounts are stored in the committee room at Bury Village Hall</p> <p>Insurance cover is in place</p>   | Medium                  | Low                       | Low                | None required   |
| Council Records (electronic)                      | Loss through:<br>Fire<br>Theft<br>Corruption of Computer | <p>The Parish Council's electronic records are stored on the Council's laptop computer used by the Clerk.</p> <p>The clerk's emails are cloud-based and backed up on server</p> <p>Backups are taken of the council records and stored at the Chair's house.</p> <p>The Parish Council website also stores backup copies of standard documents.</p> <p>Insurance cover is in place</p>  | High                    | Low                       | Low                |   |
| <b>Activities Organised By The Parish Council</b> | <b>Risks Identified</b>                                  | <p><b>Consider:</b></p> <p>• legal requirements • good practice • Codes of Practice • generic RAs • own judgement</p>   | <b>Severity of risk</b> | <b>Likelihood of risk</b> | <b>Risk rating</b> | <b>Identify any additional actions required to make the risk acceptable</b> |

|   |   |  |                         |                           |                    |  |
|---|---|--|-------------------------|---------------------------|--------------------|--|
| Activities On Bury Playing Field  | Health & Safety of public<br>Damage to property                           | The Clerk must notify the Council of any 'unusual' use requests of Bury Playing Field.<br>The Clerk must notify the insurance provider of activity.<br>The Clerk must provide the insurance provider with a risk assessment of the activity.<br>If the Parish Council insurance does not cover the activity then the user must provide proof of private insurance provision.   | Medium                  | Medium                    | Medium             | None required  |
| <b>Bury Village Hall</b>  | <b>Risks Identified</b>   | <b>Consider:</b><br>• legal requirements • good practice • Codes of Practice • generic RAs • own judgement   | <b>Severity of risk</b> | <b>Likelihood of risk</b> | <b>Risk rating</b> | <b>Identify any additional actions required to make the risk acceptable</b>  |
| Slips and trips<br>• Doorways (rain),<br>• uneven car park surfaces, wet floors | Hall users may be injured if they trip over objects or slip on spillages. | <ul style="list-style-type: none"> <li>Car park surface is inspected and maintained with parking spaces for disabled visitors near hall entrance</li> <li>Car park is flood lit automatically</li> <li>Doormats in place at entrances</li> <li>Hirers agreement requires them to clear up spillages immediately and tells them where equipment is.</li> </ul> Hall cleaner knows correct cleaning routine for hall floor | High                    | Medium                    | Medium             | Village Hall staff to review arrangements each year and report to the Village Hall working group   |
| Manual handling<br>• Lifting and moving tables, chairs and equipment            | Injury from handling tables, chairs and equipment                         | <ul style="list-style-type: none"> <li>Trolley available to move stacked chairs</li> <li>Users know they must stack tables maximum six high</li> <li>Manual handling advice/training mandated for employees</li> </ul>   | Medium                  | Low                       | Low                | Village Hall staff to review arrangements each year and report to the Village working group  |
| • Working at height   | Falls can cause physical injury and damage                                | <ul style="list-style-type: none"> <li>Provide appropriate training and equipment e.g. ladders</li> </ul>  | Medium                  | Low                       | Low                | Village Hall staff to review arrangements each year and report to the Village Hall working group   |
| Vehicle movements   | Pedestrians could be injured by moving cars                               | <ul style="list-style-type: none"> <li>Car park floodlit automatically</li> <li>Users advised that parking is at their own risk.</li> <li>Hirers duty to organise parking marshals wearing high-visibility vests for large events</li> <li></li> </ul>   | Medium                  | Low                       | Low                | Village Hall staff to review arrangements each year and report to the Village Hall working group   |
| Electrical equipment  | Shocks or burns from faulty electrical equipment.<br><br>Fire risk        | <ul style="list-style-type: none"> <li>Hirers responsible for equipment used on site</li> <li>Portable equipment checked for visual signs of damage before use</li> <li>Annual safety checks by competent electrician of electrical equipment and installations carried out annually to ensure equipment is safe</li> <li>Electrical PAT test conducted November 2022<br/>EICR conducted in 2019</li> </ul>              | High                    | Medium                    | Medium             | Village Hall staff to review arrangements each year and report to the Village Hall working group<br><br>New EICR to be carried out in 2024 |
| Heating and boiler equipment  | Fire risk<br><br>Carbon monoxide poisoning                                | <ul style="list-style-type: none"> <li>Appliances regularly serviced</li> <li>Boiler in separate room from habitable spaces</li> <li>Annual safety checks by competent technician carried out annually to ensure equipment is safe</li> </ul>  | High                    | Medium                    | Medium             | Village Hall staff to review arrangements each year and report to the Village Hall working group   |

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| Fire   | Hall users could be injured from smoke inhalation/ burns.<br>Equipment damage  | <ul style="list-style-type: none"> <li>Fire Safety Policy &amp; Procedure</li> <li>Fire risk assessment regularly reviewed</li> <li>Fire extinguishers checked annually</li> <li>Fire alarm serviced every 6 months</li> </ul>   | High   | Medium | Medium | Village Hall staff to review arrangements each year and report to the Village Hall working group |
| Sleep overs with groups of children as young as 5 years old. | Children may be hurt, due to unfamiliar surroundings, panic and slow to react to emergencies.<br>Hazards already identified in this risk assessment.<br>Children may become ill and have medical conditions/health issues. | <ul style="list-style-type: none"> <li>A strict ratio of group leaders to numbers of children, depending on age of children.</li> <li>A safety briefing is carried out by the volunteer member at the start of the event, which involves the evacuation procedure, evacuation routes, assembly points, and use of the alarm breakpoints if required.</li> <li>Group leader is responsible for the welfare of the children</li> <li>Emergency plan in place, evacuation procedure detailed earlier in this document.</li> <li>The fire alarm is in place to ensure a quick evacuation, group leader to contact the fire brigade.</li> <li>Health forms completed for each event, in case a child becomes ill</li> </ul> | High   | Medium | Medium | Village Hall staff to review arrangements each year and report to the Village Hall working group |
| Cleaning   | Users risk skin irritation or eye damage from direct contact with cleaning chemicals.<br>Vapour from cleaning chemicals may cause breathing problems.  | <ul style="list-style-type: none"> <li>Cleaning products replaced with milder alternatives where available.</li> <li>Mops, brushes and protective gloves are provided and used.</li> <li>Staff shown how to use cleaning products safely.</li> </ul>   | Medium | Low    | Low    | Village Hall staff to review arrangements each year and report to the Village Hall working group |
| COVID 19   | Users risk spreading or contracting COVID 19   | <ul style="list-style-type: none"> <li>Separate COVID risk assessment completed and reviewed when necessary</li> </ul>   | High   | High   | High   | Councillors and clerk to keep informed about covid regulations and review risk assessment        |