

East Wittering & Bracklesham Parish Council

General Risk Assessment

Date of Last Review:

13/06/2019

Risk Scores	Low	Med	High
Likelihood	1	2	3
Harm	1	2	3



Total Risk score = Likelihood x Harm. Acceptable risk is a score of 5 or less after mitigation measures.

Financial and General Management									
Topic	Identified Risk	Before Control Measures			Mitigation/Control Measures	After Control Measures			Review/Assess/Revise
		Likelihood	Harm	Risk Score		Likelihood	Harm	Risk Score	
Business Continuity	Risk of council not being able to continue its business due to unexpected or tragic occurrence	1	3	3	Deputy Clerk able to cover many duties. Locum Clerk to be appointed via SSALC if required. Emergency Plan in place for extreme weather events. All data is stored off-site in the Cloud.	1	2	2	Review as required. SSALC membership to be renewed annually.
Precept	Precept may be inadequate, request may not be submitted to CDC in time, amount may not be received by CDC in time	1	3	3	Annual budget prepared in autumn, including data from previous financial years to aid accuracy of forecasting. Council to approve budget and Clerk to submit request ahead of deadline. Payment dates are notified to EWBPC by CDC and bank account checked to confirm receipt.	1	2	2	Budget reviewed at every full council meeting. Budget preparation in Sept/Oct
Financial Records	Inadequate records or Financial Irregularities	1	3	3	Financial risk assessment sets out specific risks. RBS Omega maintained, with monthly reconciliations recorded. Accounts data stored off site in the Cloud. Internal audit carried out by Mulberry & co and external audit carried out by Moore Stephens	1	1	1	Review annually.
Banking and Cash Transactions	Inadequate checks, bank mistakes, loss of cash	2	2	4	Financial Risk assessment and Finance regulations set out specific risks and arrangements. All payment transactions require two signatories. Bank Statements reconciled fortnightly. Cash banked as soon as possible and kept in safe. Bank card for use by Clerk only.	1	2	2	Review annually or if procedures change.

Topic	Identified Risk	Before Control Measures			Mitigation/Control Measures	After Control Measures			Review/Assess/Revise
		Likelihood	Harm	Risk Score		Likelihood	Harm	Risk Score	
Reporting and Auditing	Insufficient information. Incomplete audit.	1	2	2	Clerk produces weekly councillor update. Meeting agendas cover all appropriate issues. Minutes are approved at the following meeting. Clerk completes annual external audit following internal audit and produces all documents for councillors scrutiny. Audit ratified at Council meeting prior to submission.	1	1	1	Review annually.
Running Costs	Incorrect Invoicing, goods not supplied, loss of stock, services, unpaid invoices	1	2	2	Financial risk assessment sets out specific risks. Invoices received reconciled with goods/services before payments made. Resolutions made for payment monitored. Payments ratified at council meeting. Asset register maintained. Outstanding invoices pursued for payment.	1	1	1	Review annually.
Grants given	Power to pay, authorisation to pay	1	2	2	Grant applications to be submitted via appropriate channels/deadlines. All applications considered by full council in November. All grant payments resolved under appropriate powers (S137 Local Govt. Act).	1	1	1	Review annually.
Grants received	Receipt of grants, expenditure for approved purposes, expenditure within agreed time limit.	1	3	3	Grants paid with terms and conditions specific to a project, normally only paid on evidence of expenditure. Grant received kept in dedicated EMR to ensure no unauthorised expenditure.	1	2	2	Review annually
Leases, hirers & rents	Non -compliance with leases, rents not paid.	2	3	6	All leases prepared/overseen by a solicitor. Clerk seeks legal advice on all issues relating to leases. Hirers complete booking form subject to T's & C's. Invoices raised as appropriate and payment chased as required. Monthly debtors list produced and chased by Deputy Clerk.	1	3	3	Review annually
Best Value	Work awarded incorrectly	1	2	2	Processes set out in Financial regulations. All major contracts resolved by full council	1	1	1	Review annually

Topic	Identified Risk	Before Control Measures			Mitigation/Control Measures	After Control Measures			Review/Assess/Revise
		Likelihood	Harm	Risk Score		Likelihood	Harm	Risk Score	
Salaries & on-costs	Incorrect salary paid, incorrect deductions made, unpaid tax & NI contributions	1	2	2	Full council authorises recruitment of staff and salary levels in line with NJC scales following recommendations by the staffing committee. Payroll services provided by Ramar Accounting. Pensions return completed monthly and returned to WSCC pension scheme.	1	1	1	Review annually
Employees	Loss of personnel, health & safety concerns, malpractice/misconduct by staff	2	3	6	Staff trained appropriately and provided with tools necessary to carry out their roles including reference materials and legal advice. PPE issued as required. Activates risk assessed as required.	1	2	2	Review annually including training & insurance requirements
Councillor allowances/expenses	Councillors overpaid	1	2	2	No allowances allocated to councillors. Expenses paid against receipts/mileage claim forms as appropriate.	1	1	1	Review annually
VAT	Incorrect claim	1	2	2	RBS software calculates VAT and produces claim form. Clerk completes on line return (although from October 2019 this will be done automatically via HMRC making Tax Digital scheme)	1	1	1	Review annually
Legal Powers	Illegal activity, council acts Ultra Vires	2	3	6	All activities resolved at full council with reference to specific power used. Clerk to consult with SSALC/NALC and/or solicitor as required.	1	3	3	Review annually at Annual Council Meeting, with a view to adopting the General Power of Competence as soon as possible.
Minutes, agendas, public notices	Inaccuracy, illegal conduct	1	2	2	Minutes and agendas produced to legal requirements and line with best practice. Minutes approved and signed at next appropriate meeting. Agendas posted on website, social media and parish noticeboards at least 3 clear days before meetings. Minutes posted on website and notice boards. Public notices published on noticeboards as required. Business at meetings conducted by the Chair in accordance with standing orders.	1	1	1	Review annually

Topic	Identified Risk	Before Control Measures			Mitigation/Control Measures	After Control Measures			Review/Assess/Revise
		Likelihood	Harm	Risk Score		Likelihood	Harm	Risk Score	
Members interests	Conflict of Interest	2	3	6	Register of interests completed by all councillors and updated with any changes in circumstance as they occur. All details submitted to CDC monitoring officer as required. All declarations of interest declared and recorded in meeting minutes	1	2	2	Review as required.
Insurance	Adequacy, cost, compliance, fidelity guarantee	2	3	6	An annual review is undertaken of all insurance arrangements and the asset register is kept up to date.	1	3	3	Review annually, or additionally as required throughout the year(e.g. if major assets are purchased, additional events planned, etc.)
Freedom of Information	Failure to comply with the Act	1	2	2	Council publishes data cording to the transparency code which is available on the website.	1	1	1	Review annually
Data Management	Data Breach/Data Loss	1	3	3	Staff trained appropriately in data handling. Confidential data disposed of via office shredder or external licensed shredding company. Data Protection Officer responsibilities outsourced to ensure GDPR compliance	1	3	3	Review annually
Election Costs	Risk of contested election expenses	2	2	4	Risks are higher in an election year. EMR created to cover election expenses, to accumulate up to £6K over a four year period to cover any costs.	2	1	2	Review annually
Document Control	Documents not retained	3	2	6	NALC Document retention scheme is adhered to. Documents are regularly archived and stored at WSCC records office in order to minimise risks of storage in the Parish Office. Minutes, agendas, etc. are held electronically on the cloud and can be reproduced if required.	1	2	2	Review annually
Assets									
Assets and playgrounds	Loss or damage/damage to third party or other property	2	3	6	Ongoing review of asset register and annual insurance review. EWBPC maintenance contractor inspects playgrounds and parks twice a week. Risk assessments on playground areas annually. ROSPA inspection carried out annually.	1	3	3	Review risk assessments regularly, act on ROSPA report findings.

Topic	Identified Risk	Before Control Measures			Mitigation/Control Measures	After Control Measures			Review/Assess/Revise
		Likelihood	Harm	Risk Score		Likelihood	Harm	Risk Score	
Maintenance	Poor performance of assets or loss of amenities. Loss of income. Risk damage/injury to third party	2	3	6	Any repair or maintenance work carried out by contractors as identified. Minor works carried out as part of annual budget. Major tasks authorised as per Finance Regulations. Damage caused by third part accident or vandalism claimed via insurance policy. Cleaners leave daily notes of items in Bracklesham Barn.	1	3	3	Monitor and assess work for quality standards.
Notice Boards	Damage/injury to third party	2	3	6	Parish council has 4 notice boards. Keys are held in the office and by nominated Councillors. Staff regularly inspect the boards and arrange repairs as needed. Only authorised personnel display notices inside the boards	1	3	3	Review regularly
Street Furniture/Bus Shelters	Loss or damage/damage to third parties	2	2	4	All street furniture and bus shelters regularly inspected by maintenance contractor and damaged items repaired/removed as required. Damage to street furniture/bus shelters not owned by EWBPC reported to relevant owners immediately.	1	2	2	Monitor and assess work for quality standards.
Meeting Location	Adequacy/accessibility	1	1	1	Meetings are held at Bracklesham Barn which is fully DDA complaint and considered adequate for members, staff and members of the public.	1	1	1	Review regularly
Council records - paper	Loss or theft	1	2	2	All papers are kept in locked filing cabinets in a separate locked filing room. Keys for the filing room and cabinets are kept in the Parish Office. Papers are archived every 6 months and sent to WSCC records office for secure storage.	1	1	1	Review regularly

Risk assessment has been completed and reviewed **Date: 12/11/2020**

Clerk's Signature **Minute ref: 20.91**

EWBPC Risk Assessment Form

Activity: Coronavirus (COVID-19)

Assessment Date: 05 JUN 2020

Review Date:
as needed

Location All East Wittering and Bracklesham Parish Council Locations

Hazard and Risk	People at risk	Controls	Severity of Risk	Target date & by whom
<p>General</p>	<p>Staff Hirers Contractors General public Anyone else who physically comes in contact with a member of staff in relation to our business</p>	<p>East Wittering and Bracklesham Parish Council is following the Government advice: "Working Safely advice COVID 19 Offices and Contact Centres.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>The Clerk has delegated responsibility to prepare and amend risk assessments.</p> <p>Risk assessments will be updated as required.</p> <p>Staff will be included in the process.</p> <p>All staff to be treated fairly and equally, including agency and contract staff.</p> <p>Staff to be give a copy of the appropriate HM Government guide on working safely during Covid-19.</p> <p>Bracklesham Barn is closed to hirers until the government advice indicates that it can be re-opened</p>	<p>Unknown/ variable</p>	<p>All</p>
<p>General Working & Wellbeing - infection</p>	<p>Staff Hirers Contractors General public Councillors Anyone else who physically comes in</p>	<p>All vulnerable staff will be supported to work from home for as long as is suitable and reasonable.</p> <p>Staff are encouraged to talk to each other and/or line managers. The health and wellbeing of staff will be monitored by the clerk.</p> <p>Social distancing to be practiced, stay 2m apart, signs up, tape markers as needed.</p>	<p>Unknown/ variable</p>	<p>EWBPC Clerk</p> <p>HAND SANITISERS REQUIRED AT ENTRANCES TO</p>

	contact with a member of staff in relation to our business	<p>Frequent hand washing to be practiced, notices to be displayed to encourage hand washing, soap and warm water provided, hand sanitiser at entrances to Bracklesham Barn, in the office and as needed.</p> <ul style="list-style-type: none"> • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Any tasks that make social distancing difficult and to be reduced and accessed as needed, only essential tasks to be carried out</p> <p>CASH use to a minimum, electronic payments to be made.</p>		BRACKLESHAM BARN AND OFFICE
COVID Training - infection	All EWBPC Staff/Councillors	<p>The EWBPC Risk Assessment is a living document and will be updated as required.</p> <p>All staff can be involved in the process and have access to the Risk Assessment and Government guides</p> <p>Information signs around sites</p>	Unknown/variable	All In place
Cleaning of sites - infection	Staff/Councillors/ General Public	<p>Our cleaning contractor, Windrush, has been asked to remind their staff of the importance of cleaners to pay extra attention to all surfaces and handles and any other areas that are touched regularly. They are using strong antibvrual cleaner disinfectant which is thought to kill Covid-19.</p> <p>Individual staff - Frequent cleaning of work areas and equipment between uses, using disinfectant based cleaning products and 70% alcohol sanitiser.</p> <p>EWBPC will inform Windrush immediately if there is a suspected COVID-19 case.</p> <p>If cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance see https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings.</p>	Unknown/variable	<p>Windrush All EWBPC</p> <p>EWBPC TO PURCHASE SUPPLIES OF DISINFECTANT CLEANING PRODUCTS</p>
Travelling to Work	Staff	Usually all EWBPC employees either walk to their place of work or drive alone in their own vehicle. All staff are local.	Unknown/	All EWBPC

- infection		<p>Staff should be mindful of the Government Guidance and either walk, cycle or drive alone.</p> <p>DO NOT give lifts to colleagues during work hours or work-related business</p>	variable	In place
Access/ Egress - infection	<p>Staff Hirers Contractors General public Councillors Anyone else who physically comes in contact with a member of staff in relation to our business</p>	<p>Office start and finish times are already varied, when more than one person leave/enter leave 2m gap.</p> <p>Alarms/door entry. Wipe regularly and wash hands after use.</p> <p>Hand gel dispensers at site entrances, so people can use these as soon as they enter building.</p> <p>Visitors by appointment only and they should remain outside the building as much as possible. Door bells being fitted to main entrance and office door to facilitate this.</p>		<p>All EWBPC</p> <p>HAND SANITISERS REQUIRED AT ENTRANCE TO BRACKLESHAM BARN AND OFFICE</p>
Parish Office Workstations and office equipment - infection	<p>Staff Hirers Contractors General public Councillors Anyone else who physically comes in contact with a member of staff in relation to our business</p>	<p>Signs up to remind staff to social distance, wash hands etc,</p> <p>Communal equipment (such as photocopiers) should be wiped before and after use with disinfectant spray and hand sanitiser to be used.</p> <p>Clerk and RFO have desks set 2 metres apart should both be required to work in the office at the same time. Both the Clerk and RFO can work from home and will work in the office initially on a rota system.</p> <p>Tape 2m markers to be put on floor at Barn to promote safe distancing.</p> <p>All visitors to EWBPC office to be limited to essential only and by appointment only.</p> <p>Disinfectant spray, hand sanitiser, gloves, masks and paper towels to be provided by EWBPC and staff to be encouraged to clean their work area frequently using disinfectant spray.</p> <p>DO NOT share pens, staplers etc.</p>	Unknown/v ariable	<p>All EWBPC</p> <p>TAPE MARKERS TO BE PLACED ON FLOOR AT THE BARN.</p>

		<p>Doors and windows to be opened frequently to encourage ventilation where possible</p> <p>Supplies – follow existing procedures, one person to use stationery cupboards only, can change different days, wipe handles before use.</p> <p>Individual members of staff to keep workstations and work areas tidy, free from rubbish and as clear as possible.</p> <p>Rubbish bins are emptied daily by cleaners.</p> <p>Use telephone and email to communicate as much as is possible, if need to meet with colleague stay 2m apart either in well ventilated area or outside. Do Not share phones, wipe equipment regularly.</p> <p>Councillors who are signing cheques should bring their own pen and sign in the hall lobby abiding by the rules of self-distancing. Hand sanitiser to be provided.</p> <p>Parish office to remain closed to visitors unless by prior appointment. Front door is to remain locked to protect staff from unauthorised visitors.</p>		
<p>Communal Areas - infection</p>	<p>Staff Hirers Contractors General public Anyone else who physically comes in contact with a member of staff in relation to our business</p>	<p>All communal areas are cleaned daily by cleaning company using anti-viral disinfectant special attention to communal points, eg. door handles, toilets.</p> <p>Kitchen areas – strict one at a time policy, reminder signs put up.</p> <p>WCs – office staff to agree to use specified toilets during the pandemic when two staff are in the office at the same time.</p> <p>Do not use communal tables, either sit at own desk or leave the building.</p> <p>Do not share food or drinks etc</p> <p>Be mindful when using kettle, photocopier etc. wipe before use and wash hands after.</p> <p>Paper towels available if staff have a preference for using these against hand-dryers</p>	<p>Unknown/v ariable</p>	<p>Windrush EWBPC</p> <p>EWBPC TO PURCHASE SUPPLIES OF DISINFECTANT CLEANING PRODUCTS</p>

		<ul style="list-style-type: none"> Continue to wash your hands regularly. Change and wash your face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. Practise social distancing wherever possible. <p>EWBPC will provide face coverings (if Staff prefer to wear one), disposable gloves, hand sanitiser and disinfectant spray and paper towels to the best of our ability.</p>		
Events - infection	Staff/hirers/contactors/general public	<p>Will be cancelled as required, to comply with government guidelines.</p> <ul style="list-style-type: none"> Future events will be risk assessed separately. 	Unknown/variable	All EWBPC In place
Accidents & Emergency - infection	Staff/hirers/contactors/general public	<p>Follow existing accident procedure.</p> <p>The government advice is:</p> <ul style="list-style-type: none"> In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 	Unknown/variable	All EWBPC In place
Deliveries - infection	Staff/hirers/contactors	<p>Restrict deliveries as much as is possible.</p> <p>Personal deliveries are discouraged at this stage.</p> <p>Deliveries to be made at to the Parish Office, keep 2m apart.</p> <p>Consider manual handling when ordering, e.g. may be better to order less more frequently.</p> <p>Use sac trucks as needed to move supplies.</p> <p>Use hand sanitiser or wash hands after moving goods. Do not open products for 72 hours.</p>	Unknown/variable	All EWBPC In place

Contractors - infection	Staff Hirers Contractors General public Anyone else who physically comes in contact with a member of staff in relation to our business	Essential works only to be carried out. All contractors to follow social distancing/personal hygiene rules, reminder signs around sites, EWBPC staff to remind when they arrive if possible. When possible contact work to be carried out when site most empty.	Unknown/v ariable	All EWBPC In place
Bookings /BRACKLESHAM BARN - infection	Staff Hirers Contractors General public Anyone else who physically comes in contact with a member of staff in relation to our business	Bracklesham Barn Is currently closed in accordance with government guidelines When hiring/using EWBPC facilities is possible again bookings to be paid for electronically, in general cash use to a minimum. Social Distancing to be carried out. Reminder signs around sites. Hand gel at site entrances. Soap and warm water available in toilet areas. Social distancing floor markings where required	Unknown/ variable	All EWBPC HAND SANITISERS REQUIRED AT ENTRANCE TO BRACKLESHAM BARN AND OFFICE
COUNCIL MEETINGS - infection	Staff/Councillors/ General Public	Are being held remotely using ZOOM, paperwork uploaded onto website, reports emailed to Councillors. Agenda to be displayed on notice boards and website	Unknown/ variable	All EWBPC In place
PARKS AND PLAY EQUIPMENT - infection	Staff Contractors General public Anyone else who physically comes in contact with a member of staff in	Playgrounds and play equipment to remain closed to general public until advised by Government and signs to be displayed to this effect. Parks and open spaces remain open Signs to be displayed to remind people to self-distance.	Unknown/ variable	All EWBPC In place

	relation to our business			
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Document control

DATE	COMMENTS
02 JUN 2020	Original document produced



East Wittering & Bracklesham Parish Council

FINANCIAL RISK ASSESSMENT DOCUMENT

This document is produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps with control systems to minimise the risks. This will enable the Council to make the required declaration in its return to the external auditors. The Risk Assessment document to be reviewed annually in conjunction with the Council's Risk Management Policy.

FINANCES
Risk: 1. Accounting errors due to lack of financial control
<p>Procedures to address risk:</p> <ol style="list-style-type: none"> 1. All financial documentation to be held in the Parish Council office, e.g. cheque books, paying in books, payment card, invoices, receipts, bank statements, VAT reclaim papers, electronic accounting system (RBS Omega). 2. Only Clerk/RFO authorised to use payment card. 3. Use of cloud based secure server for all data to ensure back up and data recovery. 4. Accounting software backed up after month end reconciliation. 5. Cheques to be written and entered into the accounting system. 6. Cheque numbers to be written on invoices when paid. 7. Invoices to be filed sequentially. 8. Cash and cheques to be entered into the computerised system upon receipt and banked as soon as reasonably practicable. 10. Bank statements to be reconciled with the computerised system fortnightly. 11. VAT to be reclaimed quarterly.
Risk: 2. Budget overspend
<p>Procedures to address risk:</p> <ol style="list-style-type: none"> 1. Budget to be prepared by the RFO annually in November to determine the budget for the following financial year and to be discussed by Full Council to determine the precept. 2. Budget to actual income and expenditure to be reviewed monthly by the Clerk/RFO and reported at every meeting to Council. 3. All invoices to be scrutinised to ensure payment is as quotation provided. 4. Clerk and/or Deputy Clerk to seek competitive quotations for all major purchases and works in line with Best Value practice and as set out in Financial Regulations and Standing Orders. 5. Contracts of Employment and salaries of the employees to be reviewed annually in line with the NJC (National Joint Council) salary scale recommendations.
Risk: 3. Loss of funds due to misappropriation of public money
<p>Procedures to address risk:</p> <ol style="list-style-type: none"> 1. All accounts for payment to be authorised at a Council meeting and noted in the minutes unless the expenditure relates to addressing an urgent health, safety or security risk, such expenditure being delegated to the Clerk under Standing Orders or Financial Regulations.



East Wittering & Bracklesham Parish Council

FINANCIAL RISK ASSESSMENT DOCUMENT

2. All expenditure necessary to maintain the normal administration working environment and to meet contractual or continuing obligations does not require authorisation.
3. All expenditure to be ratified at each Parish Council and recorded in the minutes.
4. All cheques to be signed by two Councillors authorised by Bank Mandate and cheque stubs to be initialled by those two Councillors.
5. The two signatories to initial the corresponding invoice in the stamp provided.
6. No member of staff to be authorised to sign cheques.
7. Clerk to maintain a Register of Interests of all Councillors. Councillors to advise the Clerk of any changes to those interests as and when they occur as set out in the Code of Conduct.
8. Year-end accounts to be prepared by the RFO for circulation to the Parish Council following the financial year end on 31st March.
9. Appointment of Independent Internal Auditor to be reviewed annually.
10. The Council has its accounts audited each year by external auditors appointed by the Audit Commission.
11. Records of petty cash to be kept and reconciled into accounts on a regular basis.

INSURANCE

Risk: 4. Under-insurance of Parish Council assets

Procedures to address risk:

1. Insurance cover to be reviewed annually to ensure adequate cover is maintained and value for money achieved.
2. Properties valued at £500,000 or more are initially inspected by Insurance Company and reviewed by Insurance Company as required.
3. Asset Register to be maintained by the Clerk and updated at the time assets are added or removed and to be presented as part of the Annual Accounts.
4. Internal Auditor to review arrangements annually.

Risk: 5. Liability to Public to Provide a Duty of Care

Procedures to address risk:

1. Public Liability covered to £10 million as required by West Sussex County Council.
2. Council employees/contractors regularly undertake visual inspections of the condition of the Council assets to ensure that health and safety obligations are met and that appropriate action is taken to minimise any risk of injury to third parties.
3. Health and Safety checks to be carried out on the play areas every week and on all other street furniture monthly to monitor and identify risks to the health and safety of the public using the items.
4. Annual RoSPA inspection of the play areas to take place every June and findings reported to Council.
5. Risk assessments to be reviewed annually.

Risk: 6. Compensation Claim from Employee for Malpractice or Injury

Procedures to address risk:



East Wittering & Bracklesham Parish Council

FINANCIAL RISK ASSESSMENT DOCUMENT

1. Contracts of Employment issued to employees in accordance with employment law.
2. Job descriptions of employees reviewed annually.
3. Appraisals carried out annually.
4. Matters relating to employees to be discussed in confidence (public and press to leave the meeting room) and minutes recorded as confidential.
5. Appropriate training to be provided for all identified training needs necessary to carry out role.
6. Appropriate equipment to be provided to ensure that employees can carry out role effectively and safely.

Signed

Clerk/RFO

Minute ref: 20.91

Date of last review: 12 November 2020

**East Wittering & Bracklesham
Parish Council**

FIRE RISK ASSESSMENT
Bracklesham Barn

DATE: 8th January 2021

REVIEW DATE: 8th January 2022

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FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT	
1. PREMISES PARTICULARS	
Premises Name: Bracklesham Barn Address: Beech Avenue, Bracklesham Chichester West Sussex PO20 8HU	Use of Premises: Community Centre
Tel No: 07842 664723	Owner/Employer/Person in control of Workplace: Mrs Sam Tate – Parish Clerk Ms Leah Kennard – Assistant Clerk
Date of Risk Assessment 1 September 2020	Date of Review: 1 September 2021
Name and relevant details of the person who carried out the Fire Risk Assessment and/or standard used for assessment: Mrs Sam Tate The Government Guide to Fire Safety Risk Assessment 5 step check list has been used as the standard for this assessment.	
2. GENERAL STATEMENT OF POLICY	
Statement: It is the policy of East Wittering & Bracklesham Parish Council to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities. The company will provide and maintain safe and healthy working conditions, equipment and system of work for all employees and provide such information, training and supervision as they need for this purpose. The company will give a high level of commitment to health and safety and will comply with all statutory requirements.	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  Signed: </div> <div style="text-align: center;"> Print Name: S. Tate Date: 1.9.20 </div> </div>	

3. MANAGEMENT SYSTEMS

Commentary:

The Fire Safety Management Plan is contained with the Health and Safety file and it kept behind reception for everyone to access.

The plan confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the five step approach detailed in the HM Government fire safety risk assessment guide.

The significant findings will be recorded.

Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, the employer has made the Caretaker (as a competent person) responsible for fire safety matters, which include the fire risk assessment and all matters appertaining to it.

The Caretaker is responsible for:

- Deciding the fire safety protective and preventative measures
- Ensuring they are implemented and communicated to other employees
- Routine periodic checks of all systems

The other appointed persons are shown on the attached schematic. They will be responsible for the fire safety measures as shown.

There are no other occupiers to inform of fire safety issues or to co-operate and co-ordinate with.

The Caretaker is responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

Fire Drills are carried out yearly.

All fire training, routine checks and engineers tests of fire safety equipment are recorded in the Fire Log Book.

4. GENERAL DESCRIPTION OF PREMISES	
<p>Description: The building comprises of two halls, a kitchen, two public toilets and one disabled toilet and sport changing room facilities including separate rooms for referees, approximately 400m², all on one floor, Brick, breeze block brick, and of which the main building is half cladded and half traditional brick built with pitched slate roof. Built 2010/2011.</p> <p>The premises are considered to be of low risk taking into account the likelihood of fire and likely consequences. In the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place.</p> <p>The building is all on one level with the exception of a low stage at one end of the main hall. There is an escape route off of the stage into the sports changing area and into the car park from here. The building is protected by fire resisting walls, partitions and self-closing fire doors. There are fire exits in all the rooms except the WCs and the sports changing rooms which are considered at no risk. The windows are all aluminium framed and the curtains/rollers are all fire retardant coated including the stage curtains. The main hall has a wood ceiling and wood beams from floor to ceiling, these have been treated for fire resistance. The main hall floor is also made of a treated flame resistant wood.</p>	
<p>Occupancy: Times the Premises are in use: 8am – 12:30am</p> <p>The total number of persons visiting within the premises at any one time: up to 200</p>	<p>Size:</p> <p>Building footprint: 400m²</p> <p>Number of Floors: 1</p> <p>Number of Stairs: 2 five step stairs leading up to the stage</p>
5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES	
<p>Fire Warning System: (ie automatic fire detection, break-glass system to BS 5839, other) Electrical system complying to BS 5839 : Part 1. Break-glass call points are provided by every fire escape. A minimum of 1 Smoke detector has been provided in every room and walk in cupboard.</p>	
<p>Emergency Lighting (ie maintained/non-maintained, 1hr/3hr duration to BS 5266) Non-maintained type to 3 hours complying with BS 5266 provided on all fire exits and also provided within all rooms and walk in cupboards, and externally around the building.</p>	
<p>Other: (e.g. Sprinkler System to LPC rules BS 5306) Portable Fire-Fighting Equipment to BS EN3 provided in accordance with the Guide.</p>	

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6. (Single line) PLAN DRAWING OF PREMISES

THIS PLAN, DISPLAYED NEAR THE FIRE ALARM PANEL, ALSO INDICATES THE POSITION OF MAINS GAS, ELECTRICITY AND WATER ISOLATION VALVES IN ORDER TO ASSIST EMERGENCY SERVICES IF THEY NEED TO FORCE AN ENTRY OUTSIDE NORMAL BUSINESS TIMES.

7. IDENTIFY FIRE HAZARDS

Source of Ignition:

The ignition sources are mainly those which is found in any community centre premises, being some office electrical equipment such as projectors and data server (which is housed in a glass and metal cabinet), and some theatrical equipment such as stage curtains and music/video equipment. There is also an electrical cupboard housed within the main hall, which has all of the meters and some of the fuse boxes, and there is a boiler room which is attached to the main hall but access is external entry only which is locked with very limited access. Within the boiler room there is a 1000 litre water tank, two gas boilers. This is the room for the controls to all of the buildings heating systems.

There is also a kitchen, fitted to commercial kitchen standards that contains items such as an 8 burner gas hob and oven, a portable grill, a mains connected dish washer, an electric plate warmer, toaster, kettle, a hot water urn and a microwave oven. There is also an extractor system which operates a long side a gas safety shut off system. The main gas shut off valve is just outside the kitchen fire escape.

Smoking is not allowed in the building.

There are no other significant ignition sources within the workplace.

Source of Fuel:

The sources of fuel are those commensurate with community centre premises being furniture, of which there are 30 wooden framed flame retardant chairs and 130 metal framed flame retardant padded chairs. There is very little decoration within the building, there is one stand and a notice board that is filled with leaflets and flyers. The waste paper bin is emptied regularly and the waste is stored outside away from the building in a metal bin.

There is 'mains gas' supplying the gas boiler.

There are within the building 5 main storage cupboards. Three of the cupboards house equipment belonging to the building such as crockery, cutlery, glassware, soft drinks, some alcohol mainly wine, and 4 exercise (fire retardant) exercise mats, a tall drinks cooler, lycra chair covers and organza sashes, and wedding drapes (which are ingrained with a fire retardant when they were made). The other two cupboards house equipment belonging to the building and it's users, such as table tennis tables, short mat bowling equipment, children's play equipment, tables and chairs.

Source of Oxygen:

There is no relevant hazard with oxygen supply for a potential fire.

There are no additional sources of oxygen other than normal air.

Work Processes:

The work processes are commensurate with normal community centre premises. There are no processes that pose a significant fire hazard. A competent electrician maintains all the electrical equipment and lighting systems. A competent person regularly carries out PATs on all portable electrical equipment.

Structural features that could promote spread of fire:

This is a new building, built in 2010/2011.

All services and compartments have been inspected by a building surveyor in 2010 and confirmed as adequately fire stopped at wall/floor penetrations and there are no voids or false ceilings.

There have been no building alterations since that inspection.

8. IDENTIFY PEOPLE AT RISK

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

There are only 3 employees of the building and all staff are given an induction including all safety procedures on first being employed on the premises. All 3 members of staff are trained also in the fire evacuation procedure and the fire alarm system. The employees do not work their hours within the building but are housed in the Parish Office and elsewhere.

Hirers and their clients/visitors/guests are the main users of the building. The building is not allowed to be open to the general public unless an employee or a named hirer is in the facility. All named hirers are subject to a Hire Agreement that explains the fire safety procedure and fire evacuation procedure. By entering into this agreement the named hirer agrees to take on responsibility of the Fire Safety Procedures, this also includes using their own portable electrical equipment and what is expected of them when exiting the building. On all major events Fire evacuation procedures are explained when the maximum amount of people are present or at the very least before the event begins. All hirers agree to be responsible for their guests/clients/visitors during evacuation and hence keep a register of who is present during their stay.

9. MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

All employees are trained in what actions to take on hearing the alarm or discovering a fire.

There are sufficient fire exits from the premises of suitable width and within acceptable travel distance. These will allow all persons in the premises to evacuate safely in the event of fire. Emergency exits open outwards in escape direction.

It is anticipated that a fire in the building would be a slow to medium growth fire involving paper and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by persons, due to the working practices of the building. Furthermore, some areas and escape routes are covered by automatic smoke detectors. This automatic smoke detection provides early warning for employees or cleaners who may be isolated e.g. working late.

It is anticipated that all employees and persons resorting to the building would have evacuated the building in less than two minutes, before any escape route becomes untenable.

All door fastenings can be easily opened at all material times without the use of any keys and all escape routes lead to a place of safety in the open air.

All escape routes internal and external, are covered by Emergency Lighting which operates automatically if the power to the lighting circuits fails.

10. MEANS OF ESCAPE – VERTICAL EVACUATION

There is a roof space/attic which is accessed by a pull down loft ladder. This would be the only means of escape. This space is off limits to the general public with only the employees and some contractors allowed access.

11. FIRE SAFETY SIGNS AND NOTICES

Commentary:

There are adequate fire safety signs and notices in the premises in accordance with the Guide.

All emergency exit routes and doors are adequately signposted with green 'running-man'.

Fire Action Notices are displayed beside each break glass.

All rooms have self-closing fire doors.

Fire extinguisher positions are marked by appropriate signs showing the type.

12. FIRE WARNING SYSTEM

Commentary:

The system is described in section 5 of this assessment and is a continuous bell.

It is a manual / electric fire warning system comprising manual call points and

automatic smoke detection. It is audible in all areas and will warn all persons resorting to the building when operated.

This is serviced 6 monthly by Detect in accordance with British Standard 5839. The system is monitored 24hrs a day every day by Southern Monitoring, who phone the key holders if there is any interruption or tampering of the system. It is tested monthly.

13. EMERGENCY LIGHTING SYSTEM

The system is described in section 5 of this assessment. It is an adequate non-maintained type emergency lighting system in accordance with the Guide. It is monthly visually checked.

14. FIREFIGHTING EQUIPMENT

Commentary:

There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises. They are adequate for the risks within the premises and have been serviced within the last twelve months. Service contract with Ifast who also advise as necessary if there are any issues with numbers or type of extinguishers provided.

15. MANAGEMENT – MAINTENANCE		
<p>Is there a maintenance programme for the fire safety provisions in the premises: Commentary: All plug-in type electrical equipment is PAT tested regularly and a register of all equipment kept in the Parish Council Office. Building electrical installation last tested in February 2014 by South Downs Electrical. The gas boilers replaced in September 2016 and is serviced in accordance with equipment maintenance requirement by Pain-Manwearing registered contractor G.A.S. Corgi Ltd.</p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Are regular checks of fire resisting doors, walls and partitions carried out: Commentary: Self-closing doors and door seals checked monthly by the Caretaker and recorded. Damage or faults on doors or walls reported for repair.</p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Are regular checks of escape routes and exit doors carried out: Commentary: Monthly checks carried out by the Caretaker and faults reported to the Parish Council.</p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Are regular checks of fire safety signs carried out: Commentary: Quarterly checks carried out by the Caretaker</p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Is there a maintenance regime for the fire warning system: Commentary: Weekly test check carried out by Caretaker using rotating schedule of call points. Six monthly test carried out by contractor and recorded.</p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Is there a maintenance regime for the emergency lighting system: Commentary: Monthly 'flick' checks carried out by the Caretaker. Monthly Annual check carried out by contractors and recorded. Annually</p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Is there maintenance of the firefighting equipment (by competent person?): Commentary: Weekly check carried out by Caretaker. Weekly Annual inspection carried out by contractor and recorded. Annually</p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><input checked="" type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Are records kept and their location identified; Commentary: The Fire Log Book for all aspects relating to maintenance issues is kept behind reception. All engineers' testing paperwork is kept at the rear of the Fire Log Book.</p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

16. METHOD FOR CALLING THE FIRE SERVICE

Specify:

Southern Monitoring Service will call key holder in the event of the alarm sounding. The key holder must then call the fire service. Any difficulty due to any apparent fire is reported to the named hirer and mobile phone used once outside the building. Alternatively neighbouring occupier's phone is used.

17. EMERGENCY ACTION PLAN (EAP)

Commentary:

There is an Emergency Action Plan for fire, bomb threat and gas leak emergencies. The Emergency Action Plan for fire is attached at the end of this report.

18. TRAINING

Commentary:

Use of the fire system is trained by the Caretaker who has had fire training from the contractor, Detect.

19. FIRE SAFETY DEFICIENCIES TO BE RECTIFIED					
See Section:-	Deficiency / Rectification	Priority	To be Completed within	To be Completed by - name	Date Rectified. Name and Signature
	<p>* Insert additional pages as required</p>				

20. GENERAL COMMENTS AND/OR OBSERVATIONS	
Item	Control Measure/Action
<p style="text-align: center;">Insert additional pages</p>	<p style="text-align: center;">as required</p>

21. ADDITIONAL HAZARDS

Specify:

Need to consult Fire Service

Yes

No

Fire Service notified in writing about 'Smoke Cloak' security system.

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY

RESPONSIBLE PERSON
Name: Mrs Joyce Griffith
POSITION
Role: Parish Clerk

FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR CARRYING OUT AND REVIEW

RESPONSIBLE PERSON
Name: Mr. Dave Sarbutts
POSITION
Role: Caretaker

MAINTENANCE PROGRAMME

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIREFIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON
Name: Mr. Dave Sarbutts
POSITION
Role: Caretaker

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR PRODUCTION AND REVIEW

RESPONSIBLE PERSON
Name: Mr. Dave Sarbutts
POSITION
Role: Caretaker

STAFF TRAINING

- PERSON RESPONSIBLE FOR:
- FIRE SAFETY TRAINING OF ALL STAFF
 - IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
Name: Mr. Dave Sarbutts
POSITION
Role: Caretaker

EMERGENCY ACTION PLAN – FIRE

ASSEMBLY POINT

REAR OF CAR PARK BY FURTHEST BIKE RACK

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) OR NEIGHBOUR'S PHONE
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM – FIRE ALARM SIGNAL IS A CONTINUOUS BELL

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) OR NEIGHBOUR'S PHONE
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

East Wittering & Bracklesham Parish Council General H&S Risk Assessment for users at Bracklesham Barn & Park

Area	Risk	Those at Risk	Control Measures	Risk after Controls	Notes
Car Park	Injury caused by moving vehicle	members of the public/contractors	Adequate lighting Paths and walkways provided Parking spaces lined	Medium	
	Injury caused by Slip or trip	Members of the public/contractors	Drop kerbs Rock salt provided when icy	Medium	
Building entrance/operating sliding automatic doors	Injury to fingers & hands	Members of the public/contractors	Motion sensors to open Slow operating slide Easy pull apart if a trapping was to occur	Low	Door serviced regularly
Using all internal doors	Injury to finger/hand	Members of the public/contractors/ children	Entry Doors into rooms all have overhead door closers on slow close. All other doors are locked Door wedge/guards available to keep doors open	Medium	
Use of folding tables: Folding/unfolding	Injury to fingers	Members of the public	Hirers demonstrated how to use the tables Advised that two people do the task	Low	
Moving the tables on the trolleys provided	Injury to feet/ muscle injury /strain	Members of the public	Demonstration of how the trolley operates Advised that it is a two person task.	Low	
Moving the tables once unfolded	Injury to feet /muscle injury /strain Injury to Muscles back	Members of the public	Advised it is a two person task. Advised to move cleared tables only Advised to lift not drag in accordance to manual handling	Low	

East Wittering & Bracklesham Parish Council General H&S Risk Assessment for users at Bracklesham Barn & Park

Area	Risk	Those at Risk	Control Measures	Risk after Controls	Notes
Using stacking chairs: Lifting them off the trolleys	Injury to fingers/ muscle injury	Members of the public	Advised to lift chairs off two handed from the sides of the chair	Low	
Using electrical sockets	Injury electric shock	Members of the public/contractors/ children	All relevant electric goods must carry an in-date PAT certificate (see HSE guidelines for clarification) (Safety guards put on unused sockets)	Low	
Using the stage; getting onto/off the stage	injury from slipping/ tripping up the stairs	Members of the public/contractors/ children	advised to keep stairs clear and free of spillages advised to keep lights on and curtains drawn advised to keep all children escorted edge of the stairs painted bright white advised to use the stairs only	Medium	
Stage Lectern moving the Lectern	Injury to Muscle/back / feet	Members of the public/contractors	advised that moving the lectern is a two person task Advised lectern is not to be moved from the stage area	Medium	
Using the music system	Electric shock	Members of the public/contractors	Operate with dry hands ONLY	Low	
Using the curtains & Blinds with rope pulls	Strangulation	Members of the public/children	All rope pulls are attached to walls and do not hang loose Children are not to left unaccompanied	Low	
Opening & Closing curtains & blinds	Friction Burn	Members of the public/contractors	There is no free running of the rope	Low	

East Wittering & Bracklesham Parish Council General H&S Risk Assessment for users at Bracklesham Barn & Park

Area	Risk	Those at Risk	Control Measures	Risk after Controls	Notes
Use of Fire Exit doors Opening & Closing	Injury to fingers/hands	Members of the public/children/contractors	Doors are self closing but also have a stay open option Doors labelled as fire exits both inside and out Doors to be operated by push pull bar only Children are not to left unaccompanied	Medium	
Storage Cupboards Using the shelves	Injury caused by collapse of shelf	Members of the public/contractors/children	Shelves are placed so that they cannot be over stacked Shelves have central reinforce brackets Children not permitted Step ladder provided	Medium	
Access to items above shoulder height	Injury by falling object/ injury from incorrect manual handling	Members of the public/contractors/children	Storage above 5' must be a maximum of 10kilos	Medium	
Incorrect storage/items piled up onto shelves	Injury caused by falling items	Members of the public/children/contractors	Cupboards regularly checked by staff for problems.	High	
Moving of table tennis tables	Injury to hands & feet	Members of the public/contractors	only groups authorised to use the tables are to move them	Medium	
Lighting using light switches	Electric shock	Members of the public/children/contractors	switches are out of reach of young children	Low	

East Wittering & Bracklesham Parish Council General H&S Risk Assessment for users at Bracklesham Barn & Park

Area	Risk	Those at Risk	Control Measures	Risk after Controls	Notes
changing a light bulb	Injury from fall/ electric shock	Members of the public/contractors	only qualified contractors who have completed a Permit to Work and provide a Risk Assessment are authorised to change a light bulb	Low	
Using boiling water Instanta	Burn/scald	Members of the public/children/contractors	Clearly labelled that boiling water is dispensed Children are not to be left unaccompanied in the kitchen Slow closing and noisy	Medium	
Kitchen Shutter	Injury to hands/ fingers	Members of the public/children		Low	
Using the Fridge/ freezer	Injury to hands	Members of the public/children/contractors	Handle runs the length of the unit Children not to be left unaccompanied in the kitchen	Low	
	Ice burn	Children/public	Metal parts of the freezer are under the drawers	Low	
Using the Cooker	Burns/scalds	Members of the public/children/contractors	Children are not to be left unaccompanied in the kitchen Gas mains has to manually switched on with the extractor fans, Mains switch is alarmed with an override cut off switch	Medium	
Using the microwave	Gas Leak	Members of the public/children/contractors		Low	
	Burns/scalds	Members of the public/contractors	User warning sign on outside door of microwave Out of reach of children	Medium	
Using the dishwasher	Scalds if door	Members of the	Turned off for general use.	Low	

East Wittering & Bracklesham Parish Council General H&S Risk Assessment for users at Bracklesham Barn & Park

Area	Risk	Those at Risk	Control Measures	Risk after Controls	Notes
	opened mid cycle	public/contractors			
All Floors	Injury from slips on spillages/debris	Members of the public/children/contractors	Walkthrough checkout before start and end of each day checking for spillages/debris All hirers advised to clear up spillages immediately upon happening.	Low	
Hot Water Urn	Injury of burns/scalds if not used as per instructions	Members of the public/contractors	Instructions are kept with the unit Urn kept in locked cupboard and only available on request.	Low	
Parish Office	Lone Working	Office staff	Turn entrance doors to 'exit only' to prevent unauthorised access	Low	
Playgrounds (Downview & Bracklesham Park)	Equipment failure	Members of public/contractors	Regular playground inspections completed twice weekly by contractor. Annual ROSPA inspection and action on results	Medium	Andrews Garden Services complete every Monday & Friday
	Slips/Trips/Falls	Members of public/contractors	See Above. Safety surfacing applied around play equipment.	Medium	
	Hazardous substances/materials	Members of public/contractors	Regular inspections and litter picking	Medium	