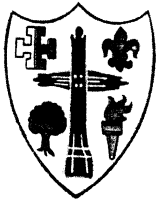


**BREWOOD AND COVEN PARISH COUNCIL  
With Bishop's Wood and Coven Heath**

**Business Risk Assessment**

Last Updated: 23/02/2023

For Approval by Council: 23<sup>rd</sup> February 2023



## Brewood and Coven Parish Council Business Risk Assessment

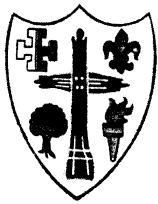
### Review Schedule:

Clerk Mary Sambrook	- Business Risk Assessment completed	23 <sup>rd</sup> January 2023
	- Risk Assessments Report completed	23 <sup>rd</sup> January 2023
	- Internal Controls Checklist	23 <sup>rd</sup> January 2023
Full Council	- Business Risk Assessment reviewed & approved	23 <sup>rd</sup> February 2023
	- Risk Assessment Report	23 <sup>rd</sup> February 2023
	- Internal Controls Checklist	23 <sup>rd</sup> February 2023

### Other risk assessment inputs:

Individual Risk Assessments	- 2022/23
Playground inspection reports	- The Play Inspection Company Ltd 27 <sup>th</sup> January 2022
Fire Risk Assessments	- Clerk 23 <sup>rd</sup> January 2023
Covid-19 Risk Assessments	- N/A
Internal Audit Review:	
Terms of Reference	- Clerk 23 <sup>rd</sup> January 2023
Audit Plan	- Clerk 23 <sup>rd</sup> January 2023
Schedule of Internal Controls	- Clerk/Full Council 23 <sup>rd</sup> January 2023

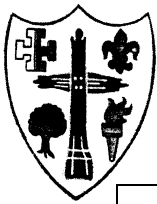
Matters arising during the external audit 2021/22 - No matters reported.



## Brewood and Coven Parish Council Business Risk Assessment

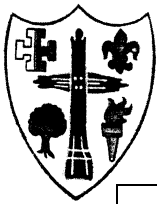
1 Assets				
Insurance Cover for the Council awaiting updated premium costs	Buildings (Policy: Property Damage Items)	✓	£1,243,000(inc non-premises in the territorial limits)	
	Contents (Policy: Property Damage Items)	✓	£24,799.60	
	Public Liability (See also section 3)	✓	£12 million	
	Hirers' Liability	✓	£2 million	
	Employer's Liability	✓	£10 million	
	Money	✓	£250,000	
	Fidelity	✓	£250,00	
	Theft (Policy: Property Damage Items)	✓	See 'Money'	
	Personal Accident	✓	£50,000 (less if <18 or >75yrs)	
	Slander / Libel (inc Social Media)	✓	£250,000	
	Officials Indemnity	✓	£250,000	
	External Assets Within the territorial limits	✓	See Buildings flood lights Brewood Tennis Courts	
	- Play Areas			
	- Sun Shelter /Store	✓	See Buildings	
	- Coven Changing Rooms	✓	See Buildings	
	- Tenn. Club Changing Rooms	✓	See Buildings	
	- Sandy Lane Toilets	✓	See Buildings	
	- BPSA Changing Rooms	✓	See Buildings	
	- Council Offices	✓	See Buildings	
	- Perimeter Fencing Coven and Brewood PF	✓	See Buildings	
	No play equipment is insured except the flood lights at Brewood Tennis Courts (due to excess)			
	Sub Contractors	✓	See Public & Employer's Liability	
	Ground surfaces other than natural sports grnd	✓	See Buildings	
Voluntary workers	✓	See Public & Employer's Liability		
Equipment (office contents)	✓	£250		
Street Furniture	✓	See Buildings		
Chains of Office and Badges	✓	See Buildings		
Office Security	Access to PCs Passwords Control	✓	Confidential (restricted)	
	Office Alarmed	✓	Serviced annually. New keypad installed May 2015.	
	Security Lock to Main Door	✓	Two locks	
Regular Maintenance / Inspections	Annual Risk Assessments Completed	✓	23 <sup>rd</sup> January 2023	
	Annual Playing Field Inspections Completed	✓	January 2022	
	Inspection Log Maintained (monthly & annual)	✓	Written reports received monthly 3 p/fields and The Bront.	
Asset Register	Maintained and Accurate	✓	Review at annual meeting	
NB Excesses apply – see schedule				

2 Finance			
Cash Loss	Procedures to ensure safety of cash handling	✓	Financial Regs
	Handling VAT	Make accurate and regular reclaims	✓
Budgeting (precepts)	Ensure correct values applied	✓	Financial Procs & Controls
	Maintain accurate accounts to control budgets	✓	Budget sheet reviewed qtlly
	Annual precept based on adequate budgetary	✓	Reviewed mid-year after Q2



**Brewood and Coven Parish Council  
Business Risk Assessment**

	process		against yr end actual	
	Reserves/contingencies appropriate?	✓	Maintaining running costs of £66,556.00	
Grant Funding	Maintain register of grants distributed	✓	Edge, minuted & published	
	Organisations report how grant spent?		<b>From April 2022 (new form)</b>	
	Maintain accurate accounts of grants received	✓	Bal. sheet maintained	
Conforming to Legislation	Commitment to regulations / procedures	✓	Standing Orders reviewed and adopted annually. Staff / Cllr training undertaken regularly	
	Items purchased using defined tender procs	✓	Financial controls in place	
	Payments made with approval / control	✓	Minutes	
	Ultra Vires actions taken by Council	✓	None identified	
	Knowledge of accounting requirements	✓	SPCA /SLCC training	
	Knowledge of sources of income	✓	Invoice schedule-a/cs book	
	I&E published on website quarterly	✓	Transparency Code	
Banking Arrangements	Control of signatories – reviewed	✓	MB, RT, AH, AP, JJ, MS Updated May 20.	
	Continual review of interest bearing accounts	✓	Public Sector Deposit Fund approved.	
	Debit Card for on-line transactions	✓	Controls defined and procedure implemented.	
	Internet Banking	✓	Controls defined.	
Salary & Pension Payments	Paid in accordance with Council regulations	✓	Approved at Precept, Minuted & reviewed by Finance Cttee if necessary. National Agreement.	
	PAYE/NI handled appropriately	✓	Time Sheets processed by Clerk and outsourced to payroll company	
	Pension payments handled appropriately	✓	Payment details forwarded to Staffordshire Cty Pension Fund	
Procedures	Financial Regulations reviewed annually for content and conformance	✓	Full Council and internal auditor twice yearly.	
	Financial Procedures reviewed annually for content and conformance	✓	Full Council and internal auditor	
	Statement of Internal Control completed by Council – AGAR	✓	Reviewed 25/05/2022	
	Internal Audit & report received by Council	✓	MAY 2022	
	External Audit & report received by Council	✓	SAAAA Mazars	
Systems of Internal Control	Business Risk Assessment	✓	Clerk/RFO Jan 23	
	Risk Assessments Report	✓	Clerk/RFO Jan 23	
	Internal Controls Checklist	✓	Clerk/RFO Jan 23	
	Internal Audit :	- Review Terms of Reference	✓	Reviewed Jan 23
		- Review of Audit Plan	✓	----- “ -----
		- Review of Schedule of Internal Controls	✓	----- “ -----
	Checklist for Financial Year-end	✓	----- “ -----	
Members Annual Governance Statement	✓	----- “ -----		



## Brewood and Coven Parish Council Business Risk Assessment

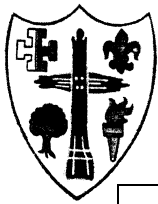
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<b>3</b>	<b>Public Liability (See 1 Assets)</b>			
	Street Furniture	Adequate insurance	✓	See Section 1
	Lighting	Street lighting Christmas Lights	✓ ✓	Not applicable Independent lighting committees advised to ensure public liability cover through their appointed electrical contractor. Sep. cover provided by the Parish Council for Bishop's Wood and Coven Heath lights.
	Bus Shelters	Adequate insurance	✓	See section 1
	Play Areas	Adequate insurance	✓	See Section 1

<b>4</b>	<b>Legal</b>			
	Meetings	Conducted legitimately	✓	Advised by Clerk/RFO
	Minutes	Signed and retained appropriately Published on website.	✓	Audited
	Agendas	Sent out in time and giving sufficient detail of the business to be transacted. Published on website.	✓	Audited
	Summons to Meeting	Clerk and Councillors aware of responsibilities	✓	Clerk's responsibility to advise

<b>5</b>	<b>Member Liability</b>			
	Declarations of Interests	Register accurate & cc'd to monitoring officer	✓	New forms completed April 21
		Register reviewed annually	✓	Done April 22
		Agenda items declared at each meeting	✓	Minuted
		Members to seek dispensations	✓	Included on agenda.
	Resolutions	Chair summarises resolutions before Members vote on them.	✓	Minuted
		Where Members disagree with the advice of the Clerk, such disagreement to be recorded	✓	Minuted

<b>6</b>	<b>Council Liability</b>			
	Lone Person Working	Minimalised	✓	See Risk Assessment report
		Personal alarms issued to all staff	✓	See Risk Assessment report
		Staff advised to keep internal door locked at all times	✓	Notice displayed to this effect.
	Contract of Employment	Contract, job description and person specification issued to all staff	✓	Personal File record
		Refer to location of documents / source of supporting policies	✓	See appendices
	Duty of Care	To employees	✓	See appendices

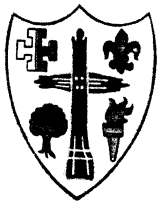


## Brewood and Coven Parish Council Business Risk Assessment

	Councillors	Councillors are adequately advised of their responsibilities	✓	SPCA/NALC updates circulated.
		Education of Councillors regarding culpability	✓	New Cllrs advised to attend training. (Welcome packs provided).
	Code of Conduct	Reporting of interests administ'd by SSC, req. for dispensations to Clerk, approved-Cncl	✓	Training Provided Sept 19 *RISK* not all members attended. Policy reviewed annually

<b>7</b>	<b>Health and Safety</b>			
	Responsibilities	The workplaces is properly ventilated	✓	
		Temperatures are at a comfortable level – min. 16 degrees C for offices, no max. exists	✓	Thermostat on heating system
		Premises well lit	✓	Lighting replaced Sept 19
		The workplace and equipment is clean	✓	Cleaner attends regularly
		Work areas are big enough	✓	
		Work areas suit the employees and their work	✓	
		Workplace and equipment are in good working order	✓	See later ref. to PAT and boiler service
		Floors, walkways etc safe to use	✓	No trip hazards left
		Protect people from falling from height	✓	Staff instructed to ask handyman to access top shelf. Appropriate training.
		Files stored so they're unlikely to fall and cause injuries	✓	
		Kitchen, w.c. and washing facilities avail & clean drinking water	✓	
		Employees take appropriate rest breaks and their correct holiday entitlement	✓	
		Lone and off-site working	✓	See Council Liability – 6 Lone working and site visit risk asst. Reviewed annually.
		Covid-19		Individual risk assessments for office, playing fields and toilets
Fire	Staff trained in use of fire extinguishers and fire safety	✓	Re training required when possible.	
	Fire extinguishers serviced	✓	December 2022	
	Electrical equipment PAT tested + see app'x 3	✓	Last tested March 2022 Equipment. Regular visual checks done.	
	Boiler serviced annually	✓	Last service Apr 2022	
	EICRs carried out on all PC owned buildings	✓	Inspected June 2020 valid for 10 years, expire May 2030. Review 2025	

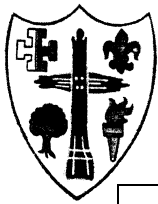
<b>8</b>	<b>Town and Country Planning</b>			
	Consultation on local plans	Head of planning or planning committee established	✓	Downloaded/printed from website.



**Brewood and Coven Parish Council  
Business Risk Assessment**

<b>9 Contracts</b>				
	Tender process	Review for conformance	✓	As per Financial Regulations.
	Placing contracts	Compliance with legislation / Standing Orders	✓	
	Monitoring of contracts	Terms of contract defined	✓	
		Performance monitored	✓	
		Payments controlled	✓	
	Site inspections (GB Sport & Leisure)	Brewood Playing Field & Skateboard Equip.	✓	} 3 quotes sought
		Coven Playing Field & Skateboard Equip.	✓	}
		Bishop's Wood Playing Field	✓	}
		Grass cutting	✓	3 quotes sought. Entrust contracted for 3 years
	Utilities	Electricity/Gas		3 quotes sought. Total Gas & Power contracted for 3 years
	Inspections - Third Party SSC and SCC	Waste Bins	✓	SSC responsibility, reported as necessary.
		Street lighting	✓	Western Power responsibility, reported as necessary.
		Highways	✓	SCC responsibility, reported as necessary.
		Contractors hold their own insurance and conduct their own risk assessments.	✓	Confirmed as seen.

<b>10 Administration</b>				
	Office cover	Staff managed to ensure adequate office cover	✓	Clerk's responsibility
		Plans to cover in case of long term sick leave	✓	Ass. Clerk ongoing training.
		Holiday cover – included in budget	✓	Some cover included in budget
	Public accessibility	The office is open between the hours of 9.30am and 12.30pm Monday to Friday, via email, Facebook and website.	✓	Advised on website and office door.
		Procedures	Office procedures defined	✓
		Office procedures reviewed annually	✓	With Risk Assessment review
	Retention of documents	All records (required to be kept) are forwarded to Staffordshire County Council Records Office	✓	In line with regulations incl GDPR.
	Destruction of unnecessary documents	Undertaken annually	✓	In line with GDPR.
	Website	Regularly updated	✓	New website September 2020.
		Data backed up and stored off-site	✓	To ext hard disk & to laptop for off-site copy AVG
	Standing Orders	Reviewed annually	✓	Reviewed May 2022
	Press comments	No unofficial contact with Press permitted.	✓	Staff and Cllrs advised to refer to Clerk



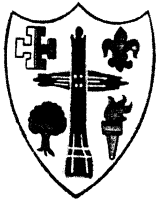
## Brewood and Coven Parish Council Business Risk Assessment

Data Protection	Appropriate measures taken to ensure legislative compliance	✓	GDPR policy adopted. To be reviewed annually in April. Registered with ICO
Freedom of Information	Scheme published and reviewed annually	✓	Scheme adopted 1 Jan 09. Reviewed Jan 2023
Retention of Data/Data Protection	Public Liability Notice – 40 yrs	✓	
	Invoices / receipts, VAT, Ann. Returns – 6yrs	✓	
	Minutes – archived	✓	
	Clerks meeting notes – until minutes approved	✓	
	Recording of meetings	✓	Retained for 6 years. See Appendix 4
Emergency Procedures	Staff absence	✓	SLCC locum to be considered
	Loss of internet access	✓	Budget for IT assistance set at £5,000.
	Loss of IT equipment	✓	Files backed up. Passwords kept separately in secure place. Attached Storage purchased August 19.
	Loss of office and files	✓	Files backed up. Passwords kept separately in secure place. Networked.

<b>11</b>	<b>Data and Computer Security</b>		
Accounts and Salaries data	Paper records locked away when not in use	✓	GDPR
	Electronic data held on external secure server	✓	Edge and HMRC systems, password protected
	Accounts system supports audit trail of user updates – req'd for Fidelity Guarantee (Zurich)	✓	Edge advised audit trail of transactions. Individual login and password.
Access to wages Computer system and PCs generally	Access to PCs restricted by user defined passwords	✓	
	Users change their unique password every 6 months.	✓	Software protected system.
	Password access deleted or invalidated immediately on an employee leaves employment	✓	Leaver process.
Council electronic data	Data backed-up throughout the day to external hard disk on-site.	✓	Back up to external hard drive weekly. Offsite quarterly.
	Portable media locked away when not in use	✓	Ext. h/disk locked in Clerk's office.

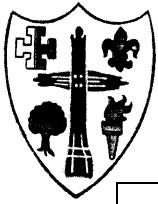
<b>12</b>	<b>Charities / Trusts</b>		
Brewood Dole Charity	Responsibilities of the Council understood Responsibilities of Cllr Trustees understood	✓	Correspondence R Taylor & V Turner
Voluntary Car Scheme	Responsibilities of the Council understood Responsibilities of Cllr Trustees understood	✓	Separate Registered Charity





**Brewood and Coven Parish Council  
Business Risk Assessment**

13	<b>Buildings &amp; Open Spaces (Council office, changing rooms, sun-shelter, toilets, 3xp'fields &amp; Bront)</b>		
Vandalism	All economically viable measures to exclude uncontrolled entry installed	✓	
	Playing fields: - locked at dusk - caretakers & handyman to report any damage requiring action - mobile CCTV trail cams in use	✓	Caretakers employed, sufficient cover arranged if absent.
		✓	
		✓	
		✓	
		✓	
	Sandy Lane WC: - locked at dusk, internal doors and external gate	✓	Janitor employed, sufficient cover arranged if absent.
	The Bront – handyman to report any damage requiring action A nominated Parish Cllr to report monthly	✓	
		✓	
Cleanliness	Staff advised of the expected standard of cleanliness in Council Office	✓	Cleaner employed.
	Playing fields – litter picked daily	✓	Caretakers employed
Maintenance and Repair	Playing fields equipment checked: - daily checked by caretakers - weekly & as req'd by handyman - monthly checked by those allocated with responsibility	✓	
		✓	
		✓	Written record maintained & filed
		✓	
	- annual inspection	✓	See Contracts 'Site inspections'
	Open Spaces (Bront & amenity areas): - Bront: handyman to report any matters requiring action to the Clerk – broken glass, notices, gates, benches, no obstructions to paths, damaged trees. Cllr reports monthly, the growth of giant hogweed to be reported to the Clerk - Amenity areas; (including those tended in agreement with SCC), benches, bus shelters, Council troughs and planters, - Allotments: uneven ground, trips and slips, lone attendance, first aid.	✓	See individual Risk Assessments
✓			
✓			

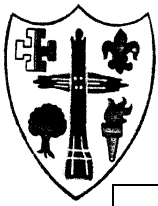


**Brewood and Coven Parish Council  
Business Risk Assessment**

<b>Key Holders</b>	Council Office – Clerk, Ass. Clerk, Car Scheme Co-ord. / Recep't, Cleaner, R. Taylor off site.	✓		
	<b>Key holders cont.</b>	Toilets – handy man & janitor (2), spare x 5	✓	
		Jubilee Park – Caretaker, handy man, SSDC, Tennis club, office, Police	✓	
		Brewood Changing Rooms – Tennis club	✓	
		Bishops Wood Playing Field – caretaker, SSDC, office, Police	✓	
		Coven Playing Field – caretakers, nursery, handyman, office, SSDC, Police,	✓	
		Coven Changing Rooms – caretakers, handyman, office	✓	
		Sun shelter and store – handy man, caretakers, office.	✓	
		Allotments main gate, car park gate & car park height barrier, Coven Heath – Allotments Assoc. Chair (gates), caretaker, office	✓	
		Bront security posts – office (EZZ locks)	✓	
EZZ locks – SSC have access (Bront and playing fields)	✓			

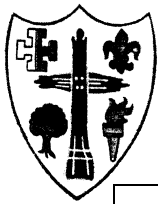
**Specific Financial Risk Assessment  
Date of adoption by Parish Council 25 September 2020**

<b>Subject</b>	<b>Risk Identified</b>	<b>Level of Risk</b>	<b>Management of Risk</b>	<b>Review</b>
Precept	Inadequate precept	L	To determine the precept required, the Clerk examines the current financial year's accounts together with the projected year end accounts and considers all expenditure and income required for the next financial year, taking into account increases in utility bills, salary increases, grant applications etc then presents this to the Council to enable it to make an informed decision and agree the sum.	The financial management procedures in place are reviewed annually and deemed adequate.
	Precept not	L	Regular contact with officers at the	



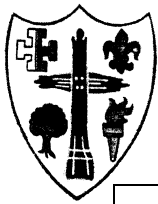
## Brewood and Coven Parish Council Business Risk Assessment

	paid by South Staffordshire Council		principle authority. Regular checks are made on the bank statement and transfers from reserves considered if necessary. £60,000 running costs are precepted for in case of non-receipt of precept.	
Financial Regulations	Not adhering to policy and procedures	L	The Parish Council has adopted the model financial regs drafted by NALC and strictly adheres to them. There are procedures in place for overseeing income and expenditure.	Financial Regulations are reviewed annually, amended and adopted by the Parish Council.
Standing Orders	Parish Council not adhering to Standing Orders	M	The Parish Council has adopted the model Standing Orders drafted by NALC and is guided by the Clerk in relation to correct application. If advice is not taken, the reasons for the resolution will be minuted.	Standing Orders are reviewed annually, amended and adopted by the Parish Council.
Banking and Bank Reconciliation	Banking	L	All bank accounts are reconciled on a monthly basis and checked by a non-signatory Parish Councillor. This is reported to full council each month.	Practices and procedures are reviewed annually.
	Financial loss through dishonesty or incompetence	L	Transactions are reported at every full parish council meeting. All transactions are published on the parish council website. All payments are input by the Assistant Clerk and cross checked by the Clerk. They are then countersigned by the head of finance who is not a counter-signatory. All transactions are then processed on line by two authorised signatories.	Procedures are reviewed annually. Adequate insurance cover is in place.
Financial Records	Inadequate records being kept	L	All accounting is carried out using the AdvantEdge computerised system. Reports are produced on a monthly basis and presented to full council.	Reported on a monthly basis to full council.
Investments	Loss of funds	L	Investments are made in line with the Investment Strategy only.	The Investments Strategy is reviewed annually by the Finance Committee and approved by full council.
Grants	Grants paid to a group which does not meet	L	All applicants must complete a grant application form and submit the required documents.	Grant Awarding Policy is reviewed regularly.



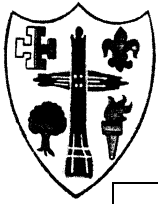
## Brewood and Coven Parish Council Business Risk Assessment

	the criteria		Applications are checked against the policy. All applicants are advised of the outcome. Applicants are requested to formally request payment which is considered at a separate Parish Council meeting.	
	Overpayment of grant	L	Payments are accompanied by a letter which states the amount approved which is cross checked against the payment.	
Cash	Loss of cash	L	£150 Petty Cash is reconciled monthly and reported to full council. No payments made without receipts. Cash box is locked away at all times. Separate	Included in the model financial regulations.
Debit Card and Cheque Book	Improper use	M	Access to the cheque book and debit card are is restricted. Controls are in place for use of the debit card. Both are locked away. Debit card PIN is not disclosed to unauthorised personnel.	Included in the model financial regs.
Best Value for money	High charges	L	In line with financial regs, the Clerk will obtain three quotes where required and two where required, depending on the level of expenditure.	Included in the model financial regulations.
Financial Reporting	Insufficient information	L	Regular finance committee meetings are held. Monthly and quarterly reports are presented to full council. VAT is recovered on a quarterly basis. All accounts are available for public inspection.	Included in the model financial regulations.
Audit	Annual Audit not completed on time	L	The internal auditor makes an interim and an annual inspection. Any matters are brought to the attention of the Clerk and reported to full council. Additional hours are available to the Clerk to ensure year end accounts are reconciled in time for the deadline	Included in the model financial regulations.
	Public inspection of account not advertised	L	The external auditor gives adequate notice of publicised dates.	Included in the model financial regulations.
	Matters brought to the Council's attention	L	The Parish Council takes adequate steps to ensure compliance with financial and other regulations. The Clerk is properly trained by SLCC	Clerk undertakes continuous professional development.



## Brewood and Coven Parish Council Business Risk Assessment

			and completes CPD every year.	
Invoices	Good not supplied but billed	L	Accounts paid on receipt of invoice only. Invoices are stamped received when the Clerk is satisfied with goods/services.	Included in the model financial regulations.
	Incorrect Invoice	M	Invoices checked against written quote and queried with supplier if discrepancies found.	Included in the model financial regulations.
	Unpaid invoices	L	Reminders are set to ensure any invoices (rent etc) are sent to customers	Finance Calendar regularly reviewed and updated.
Freedom of Information	Non-compliance with publication scheme	L	Publication scheme available on website.	Annual review of publication scheme
	Requests not dealt with within time scale	L	Procedure for dealing with Fof requests is in place. Clerk ensures any requests are recorded and dealt with immediately.	Policy is reviewed annually
Salaries	Incorrectly calculated	L	Salaries are calculated in 12 equal payments to avoid errors. Additional overtime above 30 hours must be approved by full council. Calculations are done by the Assistant Clerk and then checked by the Clerk. The monthly total is checked against the budget heading.	Included in the model financial regulations.
	Incorrect Tax, NI or Pension contributions taken	L	The Parish Council uses HMRC Basic Tools to calculate Income Tax and NI contributions. Monthly and annual returns are sent to Staffordshire County Pension Fund. All other calculations are made using a custom built spreadsheet in-house.	Included in the model financial regulations.
Data Protection GDPR	Non-compliance with legislation	L	The Parish Council is registered with the Information Commissioners Office. All documents are check for compliance. Website and email addresses also compliant.	Policy written by SSC Solicitor was adopted and is reviewed annually.
Insurance cover	Inadequate Cover	L	Policy is renewed annually. Current liability is £10m including Fidelity Guarantee, Public Liability and Personal Accident. Cover is with Zurich which is recommended by NALC. Changes to assets are	Reviewed annually.



**Brewood and Coven Parish Council  
Business Risk Assessment**

			communicated to the insurance provider.	
Physical Assets	Damage to play equipment	M	All sites are inspected monthly by designated parish councillors and annually by an independent company. Repairs are carried out by the handyman as soon as parts arrive.	Annual independent inspection.
Financial Assets	Adequate reserves	L	The Parish Council maintain an adequate level of reserves which is within the parameters allowed in the AGAR.	Reviewed when setting the Precept in January.

Date of Assessment: 23<sup>rd</sup> January 2023

Carried out by: M. Sambrook

Signed: \_\_\_\_\_

Title: Clerk to the Council

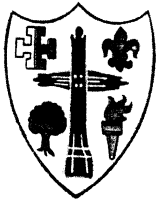
Appendices copied to staff personal files.

Appendix 1 - Employer's Duty of Care

Appendix 2 - Sitting in the Right Position and Arranging Your Work Space

Appendix 3 - Visual and Portable Electrical Appliance Test Guidelines

Appendix 4 – Sources of Other Employment Policies

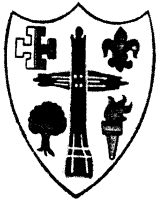


## Brewood and Coven Parish Council Business Risk Assessment

### Appendix 1 – Employer's Duty of Care

#### All employers, whatever the size of the business, must:

- make the workplace safe
- prevent risks to health
- ensure that plant and machinery is safe to use, and that safe working practices are set up and followed
- make sure that all materials are handled, stored and used safely
- provide adequate first aid facilities
- tell you about any potential hazards from the work you do, chemicals and other substances used by the firm, and give you information, instructions, training and supervision as needed
- set up emergency plans
- make sure that ventilation, temperature, lighting, and toilet, washing and rest facilities all meet health, safety and welfare requirements
- check that the right work equipment is provided and is properly used and regularly maintained
- prevent or control exposure to substances that may damage your health
- take precautions against the risks caused by flammable or explosive hazards, electrical equipment, noise and radiation
- avoid potentially dangerous work involving manual handling (and if it can't be avoided, take precautions to reduce the risk of injury)
- provide health supervision as needed
- provide protective clothing or equipment free of charge (if risks cannot be removed or adequately controlled by any other means)
- ensure that the right warning signs are provided and looked after
- report certain accidents, injuries, diseases and dangerous occurrences to either the Health and Safety Executive (HSE) or the local authority, depending on the type of business



## Brewood and Coven Parish Council Business Risk Assessment

### Appendix 2 Sitting in the Right position and Arranging Your Work Space

#### How to sit correctly

**If you work in an office and use a computer, you can avoid injury by sitting in the right position and arranging your desk correctly. Follow these tips:**

#### **Support your back**

A properly adjusted chair will reduce the strain on your back. Get one that's easily adjustable so you can change the height, back position and tilt. Have your knees level with your hips. A footrest may be necessary to achieve this.

#### **Adjust your seat**

Be aware of the various adjustments that it's possible to achieve with your chair. If someone else has used your desk you may need to re-adjust the chair. If it's still uncomfortable, try another type of chair.

#### **Rest your feet on floor**

Your feet should be flat on the floor. If they're not, ask whether you can have a footrest, which lets you rest your feet at a level that's comfortable to you. Don't cross your legs, as this can cut off circulation and cause hip problems.

#### **Place screen at eye level**

Position your monitor approximately 12-30 inches (30-75cm) away from your eyes. A good guide is to place the monitor about an arm's length away, with the top of the screen roughly at eye level. To achieve this you may need to get a stand for your monitor.

#### **Avoid screen reflection**

Your screen should be as glare-free as possible. If there's glare on your screen, hold a mirror in front of it to identify the cause. Position the monitor to avoid reflection from overhead lighting and sunlight. If necessary pull blinds across the windows and replace ceiling lighting with table lights.

Adjusting the screen's brightness or contrast could make a big difference.

#### **Make objects accessible**

Position frequently used objects, such as your telephone or stapler, within easy reach. Avoid repeatedly stretching or twisting to reach things.

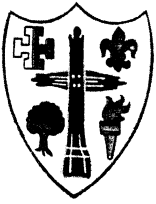
#### **Avoid phone strain**

If you spend a lot of time on the phone, try exchanging your handset for a headset. Repeatedly cradling the phone between your ear and shoulder can strain the muscles in your neck.

#### **Avoid wrist pain**

Your wrists should be straight when using a keyboard. Keep your elbows vertical under your shoulder and right by your side. Position and use the mouse as close to you as possible. A mouse mat with a wrist pad may help to keep your wrist straight and avoid awkward bending.

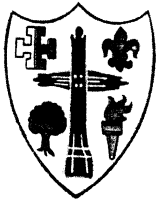




## **Brewood and Coven Parish Council Business Risk Assessment**

### **Appendix 3 Visual and Portable Electrical Appliances**

See HSE Maintaining Portable Electrical Equipment in Offices and Other Low Risk Environments – reference indg236-PAT testing HSE and Brewood Parish Council PAT Equipment Record 2020. Advice states if low risk equipment (not in heavy use) then visual checks are acceptable.



## **Brewood and Coven Parish Council Business Risk Assessment**

### **Appendix 4 Sources of Other Employment Policies**

Disciplinary and Grievance Policy – See Policies and Procedures File and/or website

Health and Safety Policy Statement – see staff personal files/ Policies and Procedures File and/or website

Staffordshire Council Pension Scheme - see staff personal files/ Policies and Procedures File and/or website

Bullying and Harassment Policy – see Policies and Procedures File and/or website

Equality Policy - see Policies and Procedures File and/or website

Training Policy – see Policies and Procedures File and/or website

NJC for Local Government Services – see National Agreement on Pay and Conditions (Green Book)

Individual Staff Written Statements of Particulars – see staff personal files

Data Protection (GDPR) Policy Statement - see staff personal files/ Policies and Procedures File and/or website

Recording of Public Meeting Policy - see Policies and Procedures File and/or website

Internet & Email Policy - see staff personal files/ Policies and Procedures File and/or website