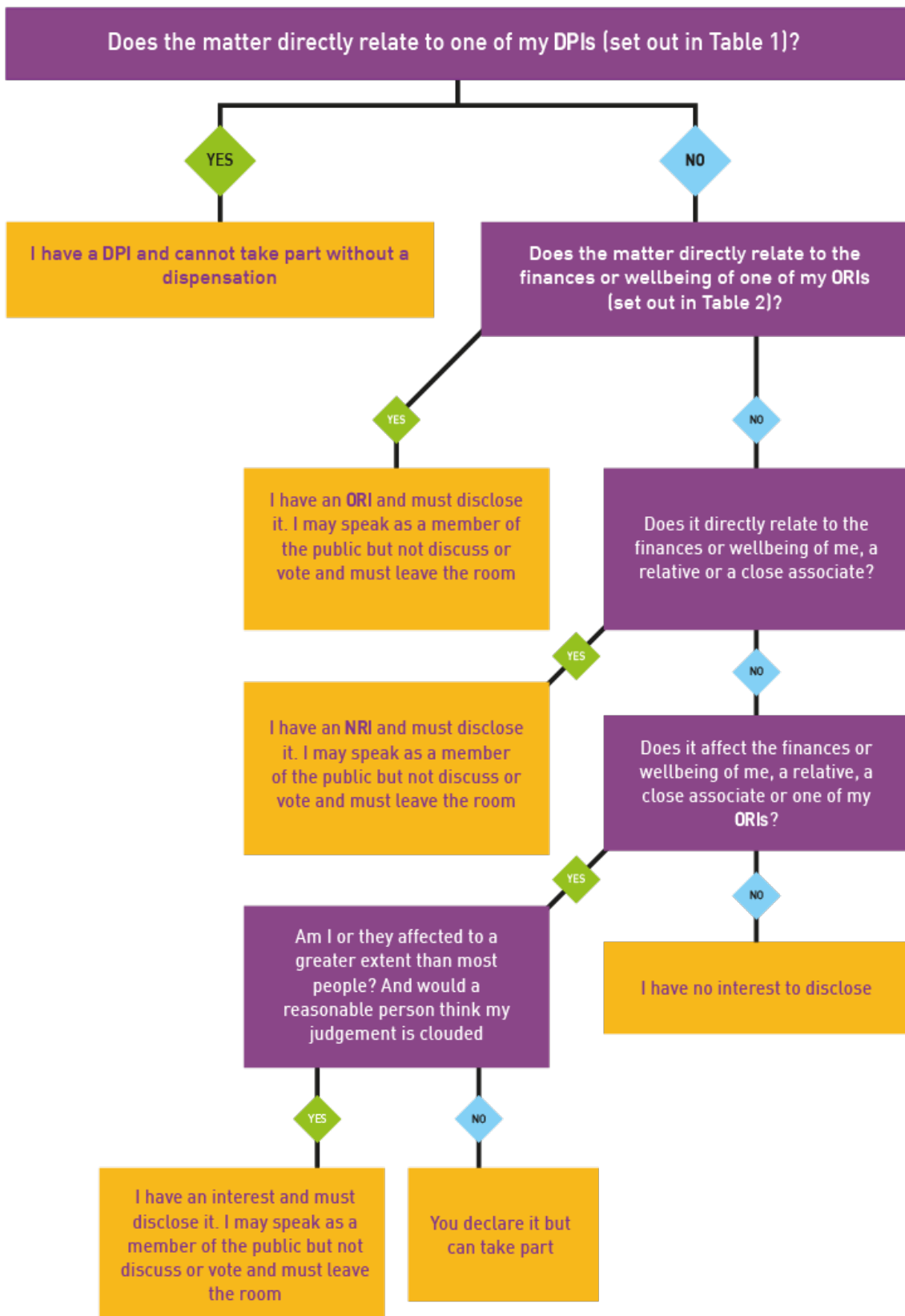


## Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management</li> </ul> </li> </ul>
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Minutes of the meeting of the Property, Policy & Resources Committee held on  
Monday 11<sup>th</sup> December 2023 at 7pm at  
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon

**Present:**

Cllr S Gurney (Chairman)  
Cllr G Britton  
Cllr L Douglass  
Cllr R Forder  
Cllr B Johnson  
Cllr D Maidstone

**Also in Attendance:**

F LeBon (Clerk)  
G Ellis (Finance Officer)

The Chairman welcomed everyone and opened the meeting at 7pm.

**1. Apologies and acceptance for absence**

Apologies were received from Cllr Britcher and Cllr Smith. These were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

Cllr Maidstone declared an interest in item 5a as a paid employee of the Guide Association.  
Cllr Gurney declared that she had been assisting Haha with a grant from Broadland Council..

**3. To Approve the Minutes of the Meeting Held on 27<sup>th</sup> July 2023**

Minutes had been circulated from the meeting held on 27<sup>th</sup> July 2023. These were **AGREED** as a true and accurate record of the meeting.

**4. Public Participation**

No public present at the meeting.

**5. To Consider Grant Applications under the Good Causes for Hellesdon Fund**

**a) Hellesdon Scouts**

A grant application to contribute to an outside covered area for workshop skills was considered. It was **AGREED** that whilst the physical project met the criteria for funding, the accounts for the scout group showed a surplus that could facilitate the cost of the project therefore the grant application was declined. Cllr Maidstone abstained from the vote.

**b) Hellesdon Allotment Holders Association**

A grant application to contribute to a community hut on the allotment site was considered. Discussions occurred as to the total cost of the project, the funding already achieved, and the

Approved.....

Date.....

account balance held by the organisation. A grant of £500 was **AGREED**. Cllr Gurney abstained from the vote.

**6. Policies to be Reviewed**

The following policies were reviewed and **AGREED** en bloc:

- a) Complaints
- b) Customer Service
- c) Grant Making
- d) Media Relations
- e) London Bridge
- f) Unreasonably Persistent Behaviour

**7. To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public for the duration of item 8 in view of the confidential nature of the business to be transacted.**

This was **AGREED**

*Item 8 was closed to the press and public*

**8. 2024/2025 Budget**

**a) To Review Quotations and Appoint Verge Cutting Contractor for 2024/2025**

The Parish Council holds a verge delegation agreement with Norfolk County Council to cut the grass verges in Hellesdon. Hellesdon Parish Council does not have the equipment or resource to complete the works in house, so the work is contracted out. Presently, the amount received from Norfolk County Council enables the Parish Council to cut the verges more frequently than Norfolk County Council is able to commit to, resulting in tidier verges and less complaints.

Quotations were requested in November 2023, and were added to contracts finder for openness and transparency. Two responses were received as follows:

Description of Works	Contractor 1	Contractor 2
Verge Cutting (10 cuts in the growing season)	£9684.43	£12845.50
For each additional cut on request	£968.44	£ 1284.55

It was **AGREED** to appoint Contractor 1 for the verge cutting contract in 2024/2025.

**b) To Review Earmarked and General Reserves Balance**

It was established that the predicted general reserves as of 31<sup>st</sup> March 2024 would be in the region of £307,954.67 (after all expenses, projects and financial reserves management contingency were considered). It was **AGREED** to recommend to Full Council that £223,915.36 be allocated to various projects and sinking funds in Earmarked Reserves. It was further **AGREED** to recommend to Full Council that the amount of £130,000 as stated in the Financial Reserves Management Policy as being adequate to run the council for three months, be increased to £150,000.

Approved.....

Date.....

**c) To Consider 2024/2025 Budget and Associated Precept**

Members considered feedback from committees and how their budgets worked into the all round budget figure for the council. They also considered forthcoming projects and how these projects could be accommodated utilising reserves. Using reserves to update the assets of the Parish Council would also reduce the maintenance costs in the near future.

After reviewing all budget items and making associated amendments, the budget **AGREED** to be recommended to full council for 2024/2025 was £727,103.81. With anticipated income a precept of £598,826.67 would be required. With a tax base of 3930 this would mean a Band D of £152.37 per annum, an increase of £7.20 per annum which equates to 4.96%

**d) To Consider Options for Improved Interest Rates**

Two different options were provided for a better return on the Parish Council's savings. These were in the form of either a Barclays Bond or a CCLA investment account. It was **AGREED** that both options should be utilised. The Clerk and the Finance Officer will review the level of savings and return to the council with a recommendation of investment in both accounts.

*The Meeting was reopened to the Press and Public*

**9. Items for the Next Agenda and for Other Committees**

No matters raised

**10. To confirm that date of the next meeting.**

To be confirmed.

The meeting closed at 8.15pm.

Approved.....

Date.....

# Fire Safety Legislation Changes

Guidance for non-residential premises



worknest



Section 156 of the Building Safety Act 2022 came into force on 1 October 2023, introducing a raft of new legal provisions surrounding fire safety. In this short guide, we explain what Responsible Persons need to do as a result of these changes to help you stay compliant.

#### What is the Building Safety Act and what does it require?

The Building Safety Bill received Royal Assent in April 2022, becoming the Building Safety Act 2022. In summary, the new legislation has the effect of amending the Regulatory Reform (Fire Safety) Order 2005 ('the Fire Safety Order') to introduce the following requirements:

- Responsible Persons must **record their completed Fire Risk Assessment**, in full (previously only specific information was required to be recorded).
- Responsible Persons must **record their fire safety arrangements** (to demonstrate how fire safety is managed in your premises).
- Responsible Persons must **record the identity of the individual** (their name) and/or (if applicable) the name of the organisation engaged by them to undertake/review any or all Fire Risk Assessments.

- Responsible Persons must **record (and, as necessary, update) their contact information**, including a UK-based address, and share this with other Responsible Persons and residents of multi-occupied residential premises where applicable.
- Responsible Persons must take reasonably practicable steps to **ascertain the existence of other Responsible Persons** who share or have duties in respect of the same premises and **Accountable Persons**, then identify themselves to said persons.

NB: Accountable Persons are a new legal entity made under the Building Safety Act. They are responsible for assessing and managing building safety risks in higher-risk residential buildings (those that are at least 18 metres in height or have at least 7 storeys).

- Departing Responsible Persons must **share all 'relevant fire safety information'** with incoming Responsible Persons.
- Responsible Persons of a building containing two or more sets of domestic premises must **provide residents with relevant fire safety information** in a format that can be easily understood.

There is also a legislative requirement that, where the Responsible Person appoints a person to make or review the Fire Risk Assessment, they **must be competent**. This legislative requirement will be brought into force at a later date, and further guidance in that regard will be provided before the commencement date. In the meantime, if you do appoint a Fire Risk Assessor, it's recommended that you ensure they are competent to do so; in other words, do they have sufficient training and experience, or knowledge and other qualities?





## Which buildings do these new fire safety requirements apply to?

These requirements **apply to** all non-domestic premises, such as where people work, visit or stay. This includes workplaces and the non-domestic parts of multi-occupied residential buildings (e.g. communal corridors, stairways, plant rooms).

The requirements **do not apply** within individual domestic premises. Local fire and rescue authorities remain the primary enforcing body for the Fire Safety Order, including these additional requirements.

## How do I know if I am a Responsible Person?

You are a Responsible Person if you are an employer, have control of the premises, or are an owner of a premises.

## What are the key responsibilities of Responsible Persons?

If you are the Responsible Person for any building regulated by the Fire Safety Order, the requirements of the Building Safety Act outlined above can be broadly split into three key duties that will apply to you. Let's take a look at each of these duties in more detail.

### Recording your fire risk assessment and other information

You must now record the Fire Risk Assessment in full (including all of the findings) and the fire safety arrangements for your premises in all circumstances.

You should make available as much information as possible about fire safety in your premises. This new requirement replaces

the previous requirement to record only the significant findings of the risk assessment. It also removes the previous limitations on the circumstances within which you are required to record both the risk assessment and the fire safety arrangements at your premises, such as only being required to record this information if there were five or more employees or where subject to licensing or an alterations notice.

If you employ a Fire Risk Assessor to assist you in completing a Fire Risk Assessment, you must record their name and (where applicable) their organisation name. This will ensure there is a clear record for enforcing authorities as to who completed the assessment and will enable you to share this information with both residents (where applicable) and any incoming Responsible Person after you. You are responsible for ensuring that your Fire Risk Assessment is suitable and sufficient, and if you employ someone to do this for you, we recommend that you ensure they are competent to do so.



If you are the Responsible Person for any building regulated by the Fire Safety Order, the requirements of the Building Safety Act outlined above can be broadly split into three key duties that will apply to you. Let's take a look at each of these duties in more detail.

### Cooperating and coordinating with other Responsible Persons

It's important that you work with other Responsible Persons in the premises to help facilitate a cohesive approach to fire safety throughout the entire building. As such, you must take such steps as are reasonably practicable to identify whether there are any other Responsible Persons in your premises who share or have duties in respect of it.

For example, in multi-occupancy commercial buildings, other Responsible Persons would not only include the other businesses but would also include a landlord (and possibly a managing agent) who has overall responsibility for the safety within the building.

Once you have identified that there are other Responsible Person(s), you will need to inform each other of your names (or that of someone acting on your behalf) and a UK-based address where you are able to receive notices or other documentation.

It will also be necessary to inform each other of the extent of your responsibilities under the Fire Safety Order and make a record of this information. You should know the extent to which you are responsible for the premises, which may be detailed in a contract, but if you are unsure, we advise that you contact the building owner or manager to determine the extent of your control.

You should provide any information in writing, and it is advised that you record this in such a way that it can be readily accessed if you need it as evidence of information sharing. You are required to keep a record of the information provided about the extent of your duties in relation to the premises.

It is vital that your Fire Risk Assessment, and any fire safety measures you take as a result, align with, and complement, the Fire Risk Assessment(s) and fire safety measures for the rest of the building in order to provide a whole building approach to fire safety.

Whenever possible, you should let the other Responsible Persons know when you have a new Responsible Person taking over your part of the premises so that they can provide the necessary information detailed above to the incoming Responsible Person.



### Providing information to new Responsible Persons

Responsible Persons are also required to share any relevant fire safety information with incoming Responsible Persons to provide a continual record of fire safety information throughout a building's lifetime.

This would include scenarios where you cease trading, are taken over by a new Responsible Person, or sell your business or freehold. Where you are the existing Responsible Person, you must provide any new Responsible Person with any relevant fire safety information, including:

- The **Fire Risk Assessment and review records** (including any fire safety information provided by other Responsible Persons).
- The **identity of any person who assisted** with the Fire Risk Assessment / review.
- The **name and UK address of any Responsible Person** or any person acting on behalf of the Responsible Person who will accept notices or other documentation.
- The **identity of the Accountable Person**, where known (if a higher-risk residential building, over 18m or 7 storeys).
- Any **information given under regulation 38** of the Building Regulations 2010 (such as the information provided when a building is built or extended).

If you do not have the contact details for the incoming Responsible Person, you could ask the building owner or manager. If they don't have them or cannot provide them, you should provide all the required information to the building owner or manager so that they can forward this onto the incoming responsible person when this has been identified. You must make a written record that you have done this.

Where disputes are identified with any of the above cooperation duties and this compromises fire safety, you should, in the first instance, speak with the Accountable Persons, landlord or freeholder. If this fails to resolve the problem, you should then contact the relevant enforcement authority.




### Get specialist fire safety support

**The Fire Safety Act 2021 and related regulations, including the Fire Safety Regulations 2022, will make it easier for enforcement action and prosecution to be brought against anyone designated as a Responsible Person who fails to meet their obligations.**

Offences under fire safety legislation can result in severe consequences, including unlimited fines and jail time for high-level individuals within a company.

WorkNest can support you in keeping your premises compliant through:

- Reviewing your Fire Risk Assessment to ensure it meets the standards of the new legislation
- Examining your evacuation strategy to ensure it's fit for purpose
- Providing basic advice and guidance on fire door checks (for more information, refer to the British Woodworking Federation Group's [Fact Card 5](#))

 0345 226 8393

 [enquiries@worknest.com](mailto:enquiries@worknest.com)

 [worknest.com](http://worknest.com)

## **Policy, Property and Resources**

**22<sup>nd</sup> April 2024**

### **Item 5 - Fire Regulations**

Section 156 of the Building Safety Act 2022 came into force on 1<sup>st</sup> October 2023, introducing legal provisions surrounding fire safety. These requirements apply to all non-domestic premises, such as where people work, visit or stay, including workplaces, and the non-domestic parts of multi-occupied residential buildings (e.g., communal corridors, stairways, plant rooms).

The legislation refers to a 'responsible person' and their duties under the act. Guidance states that 'you are a Responsible Person if you are an employer, have control of the premises, or the owner of a premises'. Clarification has been sought as to whether a Responsible Person can be a corporate body and it can be. The employer is Hellesdon Parish Council and so Hellesdon Parish Council is the 'responsible person'.

Relevant to the Responsible Person for Hellesdon Parish Council is the recording the fire risk assessment and other information. We must now record the fire risk assessment in full (including all the findings) and the fire safety arrangements for our premises in all circumstances.

We should make available as much information as possible about fire safety in our premises. This new requirement replaces the previous requirement to record only the significant findings of the risk assessment. It also removes the previous limitations on the circumstances within which we were required to record both the risk assessment and the fire safety arrangements at your premises, such as only being required to record this information if there were five or more employees or where subject to licensing or an alterations notice.

As we employ a fire risk assessor to assist us in completing a fire risk assessment, we must record their name, and where applicable their organisation name. This will ensure there is a clear record for enforcing authorities as to who completed the assessment and will enable us to share this information with both residents (where applicable) and any incoming Responsible Person.

We are responsible for ensuring that our fire risk assessment is suitable and sufficient and as we employ someone to do this for us we need to ensure they are competent to do so.

The first matter which will require addressing is to update the fire risk assessment and it is recommended that this is actioned at the earliest opportunity.

#### **Item 5a To Agree Hellesdon Parish Council to be the Responsible Body under New Fire Regulations**

It is recommended that Hellesdon Parish Council as a corporate body, as the employer, be nominated as the Responsible Person under s156 of the Building Safety Act 2022, with the day to day management being delegated to the Clerk and Facilities Manager

#### **Item 5b To Consider the Updating of the Fire Risk Assessments for all Council Buildings**

The last Fire Risk Assessments were completed on behalf on the council in 2019. As these are now 5 years old and the community centre has been much changed. It is recommended that that these are now updated. A price has been received of £150 per building to complete these Risk Assessments. That is £450 for the Community Centre, Diamond Jubilee Lodge and the Grounds Shed.

## **Information Security Policy**

### **1. Policy Statement**

The General Data Protection Regulation (GDPR) aims to protect the rights of individuals personal data when it is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

Hellesdon Parish Council is dedicated to ensuring the protection of all information assets within the keeping of the Parish Council.

High standards of confidentiality, integrity and availability of information will be maintained at all times.

The Parish Council will demonstrate support for, and commitment to, information and cyber security through the issue and maintenance of an information security policy within the Parish Council including the supporting guidance documents which are listed below.

This Policy sets out the measures taken by the Parish Council to achieve this, including to: -

- protect against potential breaches of confidentiality;
- ensure that all information assets and IT facilities are protected against damage, loss or misuse;
- support the Parish Council Data Protection Policy in ensuring all staff/committee members are aware of and comply with UK law and Parish Council procedures applying to the processing of data; and
- increase awareness and understanding at the Parish Council of the requirements of information security and the responsibility for staff/council members to protect the confidentiality and integrity of the information that they process.

### **2. Introduction**

Information Security can be defined as the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction.

For the avoidance of doubt, the term 'mobile devices' used in this policy refers to any removable media or mobile device that stores data. This includes, but is not limited to, laptops, tablets, digital cameras, memory sticks and smartphones.

### **3. Purpose**

Information is a major asset that the Parish Council has a responsibility and requirement to protect. The secure running of the Parish Council is dependent on information being held safely and securely.

Information used by the Parish Council exists in many forms and this policy includes the protection of information stored electronically, transmitted across networks and printed or written on paper. It also includes any information assets in Cyberspace (The Cloud). UK Cyber Security Strategy 2011 defined Cyberspace as:

*“Cyberspace is an interactive domain made up of digital networks that is used to store, modify and communicate information. It includes the internet, but also the other information systems that support our businesses, infrastructure and services”.*

Protecting personal information is a legal requirement under Data Protection Law. The Parish Council must ensure that it can provide appropriate assurances to its residents and staff/committee members about the way that it looks after information ensuring that their privacy is protected, and their personal information is handled professionally.

Protecting information assets is not simply limited to covering the information (electronic data or paper records) that the Parish Council maintains, it also addresses who has access to that information, the processes they follow, and the physical computer equipment used to access them.

This policy details the basic requirements and responsibilities for the proper management of information assets.

### **4. Scope**

This Information Security Policy applies to all systems, written, spoken and electronic information held, used or transmitted by or on behalf of the Parish Council, in whatever media.

This includes information held on computer systems, paper records, hand-held devices and information transmitted orally.

This policy applies to all members of staff/members/committee members, including temporary workers, contractors, volunteers and any and all third parties authorised to use the IT systems. All staff and members are required to familiarise themselves with its content and comply with provisions contained in it. Breach of this policy by staff can be treated as a disciplinary offence which may result in disciplinary action under the Parish Council's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach. Breach of this policy by members will be deemed as an infringement of the Members' Code of Conduct and can result in a report to the monitoring officer.



Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations and processes that make up the Parish Council's information systems. This includes all Parish Council staff and members.

## **5. General Principles**

All data stored on Parish Council IT Systems or paper records shall be available only to staff or members with legitimate need for access and shall be protected against unauthorised access and/or processing and against loss and/or corruption.

All Parish Council owned IT Systems are to be installed, maintained, serviced, repaired, and upgraded by the Parish Council's IT Consultant or by such third party/parties as the Parish Council may authorise.

All staff/committee members have an obligation to report actual and potential data protection compliance failures to the Parish Council Clerk who acts as Data Protection Officer who shall investigate the breach.

## **6. Risks**

The Parish Council recognises that there are risks associated with users accessing and handling information in order to conduct official Parish Council business.

The Parish Council is committed to maintaining and improving information security and minimising its exposure to risks. It is the policy of the Parish Council to use all reasonable, practical and cost-effective measures to ensure that:

- Information will be protected against unauthorised access and disclosure
- The confidentiality of information will be assured
- The integrity and quality of information will be maintained
- Authorised staff, when required, will have access to relevant Parish Council systems and information.
- The Parish Council systems have a contingency in place for business continuity and disaster recovery.
- Access to information and information processing facilities by third parties will be strictly controlled with detailed responsibilities written into contract/ documented agreements.
- All breaches of information and cyber security, actual and suspected, will be reported and investigated. Corrective action will be taken.
- Information security training will be available to staff/committee members on request.

Non-compliance with this policy could have a significant effect on the efficient operation of the Parish Council and may result in financial loss and embarrassment.

## **7. Physical Security and Procedures**

Paper records and documents containing personal information, sensitive personal information, and confidential information shall be positioned in a way to avoid them being viewed by people passing by as much as possible, e.g. through windows. At the end of the working day, or when you leave your desk unoccupied, all paper documents shall be securely locked away to avoid unauthorised access.

Available locked filing cabinets and locked cupboards shall be used to store paper records when not in use.

Paper documents containing confidential personal information should not be left on office desks, on meeting tables, or pinned to noticeboards where there is general access unless there is legal reason to do so and/or relevant consents have been obtained. You should take particular care if documents have to be taken out of Parish Council owned buildings.

If you find the security to be insufficient, you must inform the Clerk and Responsible Officer as soon as possible. Increased risks of vandalism and or burglary shall be taken into account when assessing the level of security required.

The Parish Council carried out regular checks of the buildings and storage systems to ensure they are maintained to a high standard.

The Parish Council secures the buildings at certain times to prevent unauthorised access to the buildings. An alarm system is set nightly. CCTV Cameras are in use at the Parish Council and monitored by Staff.

Visitors should be required to sign in at the reception, accompanied at all times by a member of staff and never be left alone in areas where they could have access to confidential information.

## **8. Roles and Responsibilities**

It is the responsibility of each member of staff and council member to adhere to this policy, standards and procedures. It is the Parish Council's responsibility to ensure the security of their information, ICT assets and data. All members of the Parish Council have a role to play in information security.

The Clerk and Responsible Officer in conjunction with councillors and IT consultant shall be responsible for the following:

- a) ensuring that all IT Systems are assessed and deemed suitable for compliance with the Parish Council's security requirements;



- b) ensuring that IT Security standards within the Parish Council are effectively implemented and regularly reviewed, working in consultation with the Parish Council's management, and reporting the outcome of such reviews to the Parish Council's management;
- c) ensuring that all members of staff and council members are kept aware of this policy and of all related legislation, regulations, and other relevant rules whether now or in the future in force, including, but not limited to, the GDPR and the Computer Misuse Act 1990. Furthermore, the IT Consultant, in conjunction with the Clerk and Responsible Officer and councillors shall be responsible for the following:
  - assisting all members of staff/councillors in understanding and complying with this policy;
  - providing all members of staff/councillors with appropriate support and training in IT Security matters and use of IT Systems;
  - ensuring that all members of staff/councillors are granted levels of access to IT Systems that are appropriate for each member, taking into account their job role, responsibilities, and any special security requirements;
  - receiving and handling all reports relating to IT Security matters and taking appropriate action in response.
  - taking proactive action, where possible, to establish and implement IT security procedures and raise awareness among members of staff/councillors;
  - monitoring all IT security within the Parish Council and taking all necessary action to implement this policy and any changes made to this policy in the future; and
  - ensuring that regular backups are taken of all data stored within the IT Systems at regular intervals and that such backups are stored at a suitable location offsite.

### **9. All Staff/councillors**

All members of staff/councillors must comply with all relevant parts of this policy at all times when using the IT Systems.

Computers and other electronic devices should be locked when not in use to minimise the accidental loss or disclosure.

Staff/councillors must immediately inform the Clerk and Responsible Officer of any and all security concerns relating to the IT Systems which could or has led to a data breach.

Any other technical problems (including, but not limited to, hardware failures and software errors) which may occur on the IT Systems shall be reported to the Clerk and Responsible Officer immediately.

You are not entitled to install any software of your own without the approval of the Parish Council's IT Consultant.

Physical media (e.g. USB memory sticks or disks of any kind) should not be used for transferring files without permission.

If you detect any virus this must be reported immediately to the Parish Council's IT Consultant (this rule shall apply even where the anti-virus software automatically fixes the problem).

## **10. Access Security**

All members of staff/councillors are responsible for the security of the equipment allocated to or used by them and must not allow it to be used by anyone other than in accordance with this policy.

The Parish Council has a secure firewall and anti-virus software in place. These prevent individuals from unauthorised access and to protect the Parish Council's network.

All IT Systems (in particular mobile devices) shall be protected with a secure password or passcode. All passwords must, where the software, computer, or device allows:

- a) be at least 6 characters long including numbers, letters and a special character (eg: \$%£);
- b) be changed on a regular basis;
- c) not be obvious or easily guessed (e.g. birthdays or other memorable dates, memorable names, events, or places etc.)

Passwords must be kept confidential and must not be made available to anyone else unless authorised by the Clerk and Responsible Officer who will liaise with the IT Consultant as appropriate and necessary. Any member of staff who discloses his or her password to another employee in the absence of express authorisation may be liable to disciplinary action under the Parish Council's Disciplinary Policy and Procedure. Any member of staff who logs on to a computer using another member of staff's password may be liable to disciplinary action up to and including summary dismissal for gross misconduct. Councillors who have been found to have committed a similar offence will be liable to be reported to the monitoring officer under the Members' Code of Conduct.

If you forget your password, you should notify the Parish Council's IT Consultant to have your access to the IT Systems restored. You must set up a new password immediately upon the restoration of access to the IT Systems.

You should not write down passwords if it is possible to remember them. If you must write down passwords ensure that you store them securely (e.g. in a locked drawer or in a secure password database).

Passwords should never be left on display for others to see. Computers and other electronic devices with displays and user input devices (e.g. mouse, keyboard, touchscreen etc.) shall be protected with a screen lock that will activate after a period of inactivity. You may not change this this time period or disable the lock.

All mobile devices provided by the Parish Council, shall be set to lock, sleep, or similar, after a period of inactivity, requiring a password, passcode, or other form of log-in to unlock, wake or similar. You may not alter this time period.

Staff members should be aware that if they fail to log off and leave their terminals unattended, they may be held responsible for another user's activities on their terminal in breach of this policy, the Parish Council's Data Protection Policy and/or the requirement for confidentiality in respect of certain information.

### **11. Data Security**

Personal data sent over the Parish Council network will be encrypted or otherwise secured. All members of staff are prohibited from downloading, installing or running software from external sources without obtaining prior authorisation from the Parish Council's IT Consultant who will consider bona fide requests for work purposes. Please note that this includes instant messaging programs, screen savers, photos, video clips, games, music files and opening any documents or communications from unknown origins. Where consent is given all files and data should always be virus checked before they are downloaded onto the Parish Council's systems.

You may connect your own devices (including, but not limited to, laptops, tablets, and smartphones) to the Parish Council's Wi-Fi. All usage of your own device(s) whilst connected to the Parish Council's network or any other part of the IT Systems is subject to all relevant Parish Council Policies (including, but not limited to, this policy). The Clerk and Responsible Officer and/or the Parish Council's IT Consultant may at any time request the immediate disconnection of any such devices without notice.

### **12. Electronic Storage of Data**

All portable data, and in particular personal data, should be stored on encrypted drives using methods recommended by the IT Consultant. No data to be stored electronically on physical media. You should not store any personal data on any mobile device, whether such device belongs to the Parish Council. Data may only be stored on the Parish Council's computer network in order for it to be backed up. All electronic data must be securely backed up by the end of the each working day and is done by Automated Processing.

### **13. Home Working**

You should not take confidential or other information home without prior permission of the Clerk and Responsible Officer, and only do so where satisfied appropriate technical and practical measures are in place within your home to maintain the continued security and confidentiality of that information.

When you have been given permission to take confidential or other information home, you must ensure that:

- a) the information is kept in a secure and locked environment where it cannot be accessed by family members or visitors; and
- b) all confidential material that requires disposal is shredded or, in the case of electronical material, securely destroyed, as soon as any need for its retention has passed.

#### **14. Communications, Transfer, Internet and Email Use**

The Parish Council works to ensure the systems do protect residents and staff/councillors and are reviewed and improved regularly.

Regular checks are made to ensure that filtering methods are appropriate, effective and reasonable and that users access only appropriate material as far as possible. This is not always possible to guarantee, and the Parish Council cannot accept liability for the material accessed or its consequence.

Postal and email addresses and numbers should be checked and verified before you send information to them. In particular you should take extra care with email addresses where auto-complete features may have inserted incorrect addresses.

You should be careful about maintaining confidentiality when speaking in public places.

You should make sure to mark confidential information 'confidential' and circulate this information only to those who need to know the information in the course of their work for the Parish Council.

Personal or confidential information should not be removed from the Parish Council without prior permission from the Clerk and Responsible Officer. When such permission is given you must take all reasonable steps to ensure that the integrity of the information and the confidentiality are maintained.

You must ensure that the information is:

- not transported in see-through or other un-secured bags or cases;
- not read in public places (e.g. waiting rooms, cafes, trains, etc.); and
- not left unattended or in any place where it is at risk (e.g. in car boots, cafes, etc.)

#### **15. Reporting Security Breaches**

All concerns, questions, suspected breaches, or known breaches shall be referred immediately to the Clerk and Responsible Officer. All members of staff/councillors have an obligation to report actual or potential data protection compliance failures.

When receiving a question or notification of a breach, the Clerk and Responsible Officer shall immediately assess the issue, including but not limited to, the level of risk associated with the issue, and shall take all steps necessary to respond to the issue.

Members of staff/councillors shall under no circumstances attempt to resolve an IT security breach on their own without first consulting the Clerk and Responsible Officer, who may then pass on the matter to the Parish Council's IT Consultant.

Missing or stolen paper records or mobile devices, computers or physical media containing personal or confidential information should be reported immediately to the Clerk and Responsible Officer.

All IT security breaches shall be fully documented.

## **16. Types of security incidents**

A data security breach can happen for many reasons:

- Loss or theft of data or equipment on which data is stored i.e. IT equipment or information (laptops, mobiles, devices containing personal data e.g. memory sticks)
- Unauthorised disclosure containing personal information
- Inappropriate access controls allowing unauthorised use
- Breach of physical building access/security
- Human error e.g. personal information being left in an insecure location, using incorrect email or postal address, uploading personal information to a website
- Unforeseen circumstances such as fire or flood
- Hacking attack
- 'Blagging' offences where information is obtained by deception

## **17. Reporting a security incident**

This section explains how to report a security incident including a data breach.

- The person who discovered the security incident MUST report the security incident to the Clerk and Responsible Officer immediately and no later than 24 hours after the incident. If this is not possible then the Chair should be informed. If the incident occurs or is discovered outside normal working hours this should be done as soon as practicable.
- The Clerk and Responsible Officer will determine and lead on an investigation although others may be invited to assist depending on the severity of the security incident. Staff must not attempt to conduct their own investigations (other than reporting the incident).
- Any decision to take disciplinary action will be in line with the Parish Council's disciplinary policy.
- The security incident report will be concluded when all investigations are complete.

## **18. Responsibility of Clerk and Responsible Officer Breach Management Plan**

The Clerk and Responsible Officer will lead all data breach investigations and will follow the Information Commissioner's Office (ICO) suggested Breach Management Plan:-

1. Containment and Recovery
2. Assessment of ongoing risk
3. Notification of Breach
4. Evaluation and Response

### ***Containment and Recovery***

Containment and recovery involves limiting the scope and impact of the data breach including, where necessary, damage limitation. The Clerk and Responsible Person will:

- Lead the investigation , drawing on the expertise of the Parish Council's IT Consultant if required.
- Establish who needs to be made aware of the breach and inform them of what they are expected to do to assist in the containment exercise. This could be isolating or closing a process, finding a lost piece of equipment, or simply changing access codes etc.
- Establish if there is anything that can be done to recover any losses and limit the damage the breach can cause.
- Where appropriate inform the ICO within 24 - 72 hours and;
- Where appropriate inform the police

### ***Assessing the risks***

The next stage of the management plan is for the Clerk and Responsible Officer to assess the risks which may be associated with the breach considering the potential adverse consequences for individuals, how serious or substantial these are and how likely they are to happen. In making this assessment the Clerk and Responsible Officer will assess:

- What type of data is involved
- How sensitive it is
- If data has been lost or stolen are there any protections in place such as encryption
- What has happened to the data
- What are the consequences if a third party has the data
- How many and who are the individuals' affected
- What harm can come to those individuals

- If there are wider consequences to consider such as a risk to public health or loss of public confidence

### ***Notification***

The Clerk and Responsible Officer will decide whether the Information Commissioner's Office (ICO) or the data subjects should be notified of the breach and will inform the Chair. The ICO must be notified within 24 – 72 hours.

The ICO will need to be notified of a breach where it is likely to result in a risk to the rights and freedoms of individuals. If unaddressed such a breach is likely to have a significant detrimental effect on individuals, for example, result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage. This will be assessed on a case by case basis by the Clerk and Responsible Officer.

### ***Evaluation and Response***

The Clerk and Responsible Officer will:

- fully review both the causes of the breach and the effectiveness of the response to it
- keep a breach log
- report to the Chair
- implement an action plan to correct identified issues if required
- monitor staff awareness of security issues and look to fill any gaps through training



## Information available from Hellesdon Parish Council under the model publication scheme

Hellesdon Parish Council's publication scheme defines information the Parish Council holds which is accessible to the public. The Publication Scheme indicates the format of each publication. Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publications scheme, the Council may set reasonable charges for this. Costs are available on application and may include photocopying costs, postage (where incurred) and staff time.

Any information available on the Hellesdon Parish Council website may be obtained in hard copy from the parish office, but a charge may be levied.

Parish website: [www.hellesdon-pc.gov.uk](http://www.hellesdon-pc.gov.uk)  
Parish Address: Diamond Jubilee Lodge, Wood View Road, Hellesdon, NR6 5QB (open 9.30am – 4pm Monday to Friday)  
Telephone: 01603 301751  
Email: [contact@hellesdon-pc.gov.uk](mailto:contact@hellesdon-pc.gov.uk)

### **Confidentiality Notice**

The Parish Council's policy is to be as open as possible and supply the information requested but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information under the Freedom of Information Act 2000.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> <b>This will be current information only.</b>		
Who's who on the Council and its Committees	Website Hard Copy	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p per sheet
Location of main Council office and accessibility details	This Publication Notice Website Hard Copy	Free Free 10p per sheet
Staffing structure	Website Hard Copy	Free 10p per sheet
<b>What we spend and how we spend it</b> <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b> <b>Current and previous financial year as a minimum</b>		
Annual return form and report by auditor	Website Hard Copy	Free 10p per sheet
Finalised budget	Website Hard Copy	Free 10p per sheet
Precept	Website Hard Copy	Free 10p per sheet
Borrowing Approval letter	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Website	Free

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Publication Scheme  
Last Reviewed April 2024  
Next Review Date 2024/2025 M3

	Hard Copy	10p per sheet
Grants given and received	Website Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Hard Copy	10p per sheet
Members' allowances and expenses	Hard Copy	10p per sheet
<b>What our priorities are and how we are doing</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b> <b>Current and previous year as a minimum</b>		
Neighbourhood Plan	Website Hard Copy Broadland Council Website	Free 10p per sheet Free
Annual Report to Parish Meeting	Website Hard Copy	Free 10p per sheet
<b>Class 4 – How we make decisions</b> <b>(Decision making processes and records of decisions)</b> <b>Current and previous council year as a minimum</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Notice Boards Hard Copy	Free 10p per sheet
Agendas of meetings (as above)	Website / Notice Boards Hard Copy	Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet

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Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Responses to consultation papers	Email by request to the Clerk Hard Copy	Free 10p per Sheet
Responses to planning applications	Website Hard Copy Broadland Council Website	Free 10p per sheet Free
<p><b>Our policies and procedures</b>  <b>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b>  <b>Current information only</b></p>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website By email / hard copy By email / hard copy Website / hard copy Website / hard copy	Free Free / 10p/Sheet Free Free / 10p/Sheet Free / 10p/Sheet

Hellesdon Parish Council  
Publication Scheme  
Last Reviewed April 2024  
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Information security policy	Website / hard copy	Free / 10p/Sheet
Records management policies (records retention, destruction and archive)	Website / hard copy	Free / 10p/Sheet
Data protection policies	Website / hard copy	Free / 10p/Sheet
Schedule of charges (for the publication of information)	Website / hard copy	Free / 10p/Sheet
<b>Lists and Registers</b> Currently maintained lists and registers only		
Assets register	By Email Hard copy	Free 10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	By Email Hard copy	Free 10p per sheet
Register of members' interests	Website Hard copy Broadland Council Website	Free 10p per sheet Free
Register of gifts and hospitality	Hard Copy	10p per sheet
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	By Email	Free

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	Hard copy	10p per sheet
Community centres	Website By Email Hard copy	Website Free 10p per sheet
Parks, playing fields and recreational facilities (The Recreation Ground, Mountfield Park, Meadow Way Play Area)	By Email Hard copy	Free 10p per sheet
Seating, litter bins, dog bins, memorials and lighting	By Email Hard copy	Free 10p per sheet
Bus shelters	By Email Hard copy	Free 10p per sheet
Public conveniences (located at the Bush Road Allotments, for use by Allotment holders, and at the Community Centre)	By Email Hard copy	Free 10p per sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. community centre hire, sports facilities, allotments)	Website By Email Hard copy	Free Free 10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Clerk to the Council  
Hellesdon Parish Council  
Diamond Jubilee Lodge  
Wood View Road  
Hellesdon  
NR6 5QB

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority



## **RETENTION OF DOCUMENTS POLICY**

### **1. Introduction**

- 1.1 The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.
- 1.2 This document provides the policy framework through which this effective management can be achieved and audited.

### **2. Scope of the Policy**

- 2.1 This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are identified as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of transactions or activities. Records may be created, received or maintained in hard copy or electronically.
- 2.2 A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archive and for historical research.

### **3. Responsibilities**

- 3.1 The Parish Council has a corporate responsibility to maintain its records and record management in accordance with regulations.
- 3.2 The person with overall responsibility for the implementation of this policy is the Parish Clerk who is required to manage the Council's records in such a way as to promote compliance with this policy so that information may be retrieved easily and appropriately as and when required.
- 3.3 To Parish Clerk has been designated the Council's Data Protection Officer (DPO), whose role it is to ensure that the Council processes the personal data of its staff, customers, providers or any other individuals (also referred to as data subjects) in compliance with the applicable data protection rules.

#### 4. Retention Schedule

4.1 Under the Data Protection Act 2018 and associated General Data Protection Regulations (GDPR), the Parish Council is required to maintain a retention schedule listing the record series created in the course of its business. The retention schedule sets out the length of time for the retention of each series of records and the action to be taken when records are of no further administrative use.

4.2 The Parish Clerk is expected to manage the current record keeping systems in accordance with the retention schedule and to take account of different retention periods when creating new systems.

4.3 The retention schedule refers to record series irrespective of the media in which they are stored.

#### 4.4 Schedule

Document	Minimum Retention	Reason
Minutes	Indefinite	Archive
Accident/incident reports	3 years	Potential claims
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements including deposit/savings accounts	Last completed audit year	Audit
Cheque Book stubs	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT

Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
Petty cash, postage and telephone books	6 years	Tax, VAT, H Limitation Act 1980 (as amended)
Timesheets/cards	Last completed audit year 3 years	Audit (requirement). Personal injury (best practice)
Wages books/payroll	12 years	Superannuation
Insurance Policies	Whilst valid	Management
Certificate for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI2753) Management
Park equipment inspection reports	3 years	Potential claims
Assets register	Indefinite	Audit, Management
Title Deeds, Leases, Agreements and Contracts	Indefinite	Audit, Management
Declarations of Acceptance Of Office	Chairman – attached to Minutes, Members – Term of Office + 1 year	Management
Members Register of Interests	Term of Office + 1 year	Management
Members Allowances Register	6 years	Tax, Limitation Act 1980 (as amended)
Allotment register and plans	Indefinite	Audit, Management
Community centre and sports facilities: Applications to hire Lettings diaries Copies of bills to hirers	6 years	VAT

## 5. Planning Applications

5.1 The Parish Council is consulted by the Local Planning Authority on all proposed developments in the parish.

5.2 Parish Council comments on applications are recorded in the Minutes of the relevant meeting and the resolutions are communicated to the Local Planning Authority. The Local Planning Authority then holds the records in relation to the planning request.

## 6. General Correspondence

6.1 General and routine correspondence including emails is retained as below:

Complaints	1 year	Management
General Information	<del>1 year</del> Whilst still relevant	Management
<del>Routine Correspondence and emails</del>	<del>2 years</del> Whilst still relevant	Management
Rough notes from Meetings	Until adoption of Minutes	Management

**All names and addresses (including email addresses) should only be kept for as long as needed. They are not to be kept 'in case' they are needed in the future.**

## 7. Disposal Procedures

7.1 All documents no longer required for administrative reasons should be shredded and disposed of securely.

## Management of Outdoor Surfaces in Severe Weather Conditions

Under the terms of the Occupiers' Liability Acts 1957 and 1984 the Parish Council is responsible for taking all reasonably practicable measures to ensure the safety of all visitors to its premises and land. This includes the need for suitable precautions during severe weather conditions.

The areas covered by this policy are hard surface car parks and hard surface footways to the main entrances of buildings, and the policy has been developed following a review of the existing risk assessment.

In order to comply with the legal requirement in a practical manner, the Parish Council's policy with regard to the management of surfaces which may become hazardous due to snow and ice is as follows:

- We **will** ensure that areas are well-lit during times of poor visibility when the sites are open, so that obstructions and potential hazards can be seen.
- We **will** inspect hard surface car parks and access ways to buildings daily during severe weather conditions. We will endeavour to clear snow and ice and spread salt/grit on the cleared area to provide a designated pathway to buildings. We may take other action deemed appropriate and this may be displaying suitable notices closing car parks or other measures that may be considered practicable.
- We **will not** grit/salt the remainder of the parking areas or non-essential access routes.
- We **will** keep a log of inspections carried out and any action taken.
- We will close parks with hard surfaces and tennis courts if the surfacing is too icy to be safe

## Social Media Policy

The aim of this policy is to outline the terms agreed by Hellesdon Parish Council on their representation online, specifically on communication channels referred to as social media. The inception of a digital age has changed the expectations of the public and their engagement with organisations. The community wishes to be able to communicate with council online and there is a recognised need for council to be represented on social media sites.

### Scope of the Policy

All employees and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.

Breaches of this policy by employees may be dealt with by the Council's disciplinary procedures and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

The policy will cover activity including (but not restricted to):

- Hellesdon Parish Council owned and run websites
- Parish Council Facebook accounts

### Use of Parish Council Social Media Accounts

The council will use social media for the following activities:

- Awareness of incidents or planned works that may affect the parish or surrounding area;
- Promotion of Council activities including meetings, consultations and projects;
- Information about Parish Council assets
- Promotion of Hellesdon Community Centre including events run by the Parish Council and events run by parties external to the Parish Council but who are holding events in Parish Council run properties;
- Responding to comments made by members of the public where appropriate.
- Promotion of projects by partnership organisations (such as Norfolk County Council and Broadland Council)

Hellesdon Parish Council hereby agrees that:

- Only agreed personnel may represent council under their social media guise (Parish Clerk, Senior Administrator and Support Officer);
- Representation on behalf of the Council may only come from an official Parish Council account, and not from an individual's personal account.
- All published correspondence will follow council's agreed Equal Opportunities policy.

- Personal information will be handled in accordance with current Data Protection laws.
- No political bias will be demonstrated.
- No personal opinions will be expressed via Council accounts.
- Copyright and libel laws will always be upheld.
- Social media channels will be updated as soon as is reasonably possible.
- The right is reserved to edit and/or delete any correspondence purporting to council which is deemed to be offensive, inappropriate, factually incorrect or in any other way derogatory.
- No photographs or videos will be uploaded without the express permission of any person/s featured.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.

### **Members of the Public Commenting on the Parish Council's Social Media Accounts**

The Facebook site is not monitored 24/7 and the Council will not always be able to reply individually to all messages or comments received. However, the Council endeavours to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities.

Members of the public should not include personal/private information in social media posts to us.

Posting via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

The Council retains the right to remove comments or content, **or where necessary report to the police**, that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam

- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page.

If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

The Parish Council reserves the right to not permit commenting on posts.

### **Use of Social Media by Parish Councillors**

Hellesdon Parish Council encourages diversity within the council and accepts that all councillors have different views that they may like to express on social media via personal accounts.

All parish councillors are bound by the Code of Conduct, and this extends to use of personal social media accounts. The principals of the code of conduct are as follows:

- i. selflessness,
- ii. integrity,
- iii. objectivity,
- iv. accountability,
- v. openness,
- vi. honesty, and
- vii. leadership.

### **Monitoring and Review**

We will establish appropriate and monitoring systems to assist the effective implementation of our social media policy. The effectiveness of the social media policy will be reviewed annually and remedial action taken as necessary.

Where a matter is raised on social media which requires fuller investigation or response by the Council, the writer will be informed that this will be raised at the next meeting and will be invited to engage with the Council to inform that discussion.

### **Responsibility for Implementation of the Policy**

The Council has overall responsibility for the effective operation of this policy.

The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work. All employees, volunteers and members should ensure that they take the time to read and understand it.

Questions regarding the content or application of this policy should be directed to the Parish Clerk.



## Complaints

A complaint raised on social media will not be considered a formal complaint, however the complainant will be invited to formally complain through the official channels and a link to the Council's Complaints Procedure will be associated with the complainant's comment on social media, where possible

The use of digital and social media and electronic communication enables Hellesdon Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves. The Council has a website and Facebook page and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook page intends to provide information and updates regarding activities and opportunities within our Parish/Town and promote our community positively.

## **Subject Access Request Policy**

### **1. Introduction**

The General Data Protection Regulations (GDPR) and Data Protection Act (DPA) 2018 gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The Act works in two ways. Firstly, it states that anyone who processes personal information must comply with six principles (Article 5 of the GDPR), which make sure that personal information is:

- processed lawfully, fairly and in a transparent manner
- collected and processed for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those original purposes
- Adequate, relevant, and limited to what is necessary for the purpose
- Accurate and kept up to date
- Not kept for longer than is necessary and subject to appropriate technical and organisational measures to safeguard the rights and freedoms of individuals
- processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing; and

Article 5(2) adds that 'the controller shall be responsible for, and be able to demonstrate compliance with Article 5(1)('accountability') and

Secondly, it provides individuals with important rights (Articles 13 and 14):

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure (right to be forgotten)
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision making including profiling

### **2. Purpose**

This document sets out our policy for responding to subject access requests under the General Data Protection Regulation and Data Protection Act 2018 (the Act). The Parish

Council regards the Act as an important mechanism in achieving an honest, safe and open relationship with members of the public, parish councillors and employees.

Subject access is most often used by individuals who want to see a copy of the information the Parish Council holds about them. However, subject access goes further than this and an individual is entitled to be:

- Told whether any personal data is being processed;
- Given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- Given a copy of the personal data; and
- Given details of the source of the data (where this is available).

An individual can also request information about the reasoning behind any automated decisions taken about him or her, such as a computer-generated decision for assessment of performance at work.

The aim of this policy is to ensure that the Parish Council complies with its legal obligations under the General Data Protection Regulation and Data Protection Act 2018 and can evidence that we have done so. It also aims to ensure that the Parish Council:

- Have robust processes in place for dealing with SARs, saving time and effort;
- Increase levels of trust and confidence by being open with individuals about the personal information we hold;
- Improve the transparency of Parish Council activities in line with public policy requirements.

### **3. Scope**

This Policy outlines how an applicant can make a request for their personal information under the Act and how it will be processed.

This document considers the key features of the Act and outlines how we will take steps to ensure compliance in relation to requests for personal information.

Requests for access to the records of people who are deceased are not within scope of this Policy as the Act only applies to the data of living individuals. Such requests will be treated as requests for access to information under the Freedom of Information Act or as miscellaneous requests, depending on the nature of the data and the reason the data is being requested.

#### **4. What is the Parish Council's general policy on providing information?**

Hellesdon Parish Council welcome the rights of access to information that are set out in the GDPR and DPA. We are committed to operating openly and to meeting all reasonable requests for information that are not subject to specific exemptions in the Act.

Subject Access requests fall within the data protection statutory framework and the ability to identify and appropriately handle a request for information is considered to be part of every member and/or employee of the Parish Council.

#### **5. How do you make a subject access request?**

A subject access request is a written request for personal information (known as personal data) held about you by the Parish Council. Generally, you have the right to see what personal information we hold about you, you are entitled to be given a description of the information, what we use it for, who we might pass it onto, and any information we might have about the source of the information.

However, this right is subject to certain exemptions that are set out in the GDPR and Data Protection Act 2018.

A valid subject access request should be made in writing via email to [clerk@hellesdon-pc.gov.uk](mailto:clerk@hellesdon-pc.gov.uk) or by post to:

The Clerk to the Council  
Diamond Jubilee Lodge  
Wood View Road  
Hellesdon  
NR6 5QB

#### **6. What is personal information?**

Personal data is information that relates to a living individual who can be identified from the information and which affects the privacy of that individual, either in a personal or professional capacity. Any expression of opinion about the individual or any indication of the intentions of any person in respect of the individual will be personal data.

Provided the information in question can be linked to an identifiable individual, the following are likely to be examples of personal data:

- an individual's salary or other financial information
- information about an individual's family life or personal circumstances, employment or personal circumstances, any opinion about an individual's state of mind

- special category personal information – an individual’s racial or ethnic origin, political opinions, religious beliefs, genetics, biometrics, physical or mental health, sexual orientation, and membership of a trade union.

## **7. What do we do when we receive a subject access request?**

### **Checking of identity**

7.1 We will first check that we have enough information to be sure of your identity.

7.2 If the person requesting the information is a relative/representative of the individual concerned, then the relative/representative is entitled to personal data about themselves but must supply the individual’s consent for the release of their personal data. If you have been appointed to act for someone under the Mental Capacity Act 2005, you must confirm your capacity to act on their behalf and explain how you are entitled to access their information. If you are the parent/guardian of a child under 16, we will need to consider whether the child can provide their consent to you acting on their behalf.

7.3 Should you make a data subject access request but you are not the data subject, you must stipulate the basis under the GDPR that you consider makes you entitled to the information.

### **Collation of information**

7.4 We will check that we have enough information to find the records you requested. If we feel we need more information, then we will promptly ask you for this. We will gather any manual or electronically held information and identify any information provided by a third party or which identifies a third party.

7.5 When responding to a subject access request that involves providing information that relates both to the individual making the request and to another individual we do not have to comply with the request if to do so would mean disclosing information about another individual who can be identified from that information, except where:

- The other individual has consented to the disclosure; or
- It is reasonable in all the circumstances to comply with the request without that individual’s consent

We may sometimes be able to disclose information relating to a third party and the decision will be on a case by case basis. The decision to disclose will be based on balancing the data subject’s right of access against the third party’s individual rights in respect of their own personal data. If the third-party consents to disclosure then it would be unreasonable not to do so. However, if there is no consent, we will decide whether it is ‘reasonable in all the circumstances’ to disclose the information and will consider the following:

- Is there any duty of confidentiality owed to the third-party;

- Any steps we have taken to try and obtain third-party consent;
- Whether the third-party is capable of giving consent; and
- Any stated refusal of consent by the third-party.

7.6 Before sharing any information that relates to third parties, we may anonymise information that identifies third parties not already known to the individual and edit information that might affect another party's privacy. We may also summarise information rather than provide a copy of the whole document.

### **Issuing our response**

7.7 Once any queries around the information requested have been resolved, copies of the information in a permanent form will be sent to you except where you agree, where it is impossible, or where it would involve undue effort. In these cases, an alternative would be to allow you to view the information on screen at the Parish Council.

7.8 We will explain any complex terms or abbreviations contained within the information when it is shared with you. Unless specified otherwise, we will also provide a copy of any information that you have seen before.

### **8. Will we charge a fee?**

The GDPR does not allow us to charge a fee except when further copies are requested we may charge a reasonable fee based on administrative costs.

### **9. What is the timeframe for responding to subject access requests?**

We have one calendar month to provide you with the information or to provide an explanation about why we are unable to provide the information from when we have received all the information necessary to identify you and to identify the information requested.

In many cases, it will be possible to respond in advance of the one calendar month target and we will aim to do so where possible.

### **10. Are there any grounds we can rely on for not complying with a subject access request?**

#### **Previous request**

If you have made a previous subject access request we must respond if a reasonable interval has elapsed since the previous request. A reasonable interval will be determined upon the nature of the information, the time that has elapsed, and the number of changes that have occurred to the information since the last request.

#### **Exemptions**

The Act contains a number of exemptions to our duty to disclose personal data and we may seek legal advice if we consider that they might apply. Possible exemptions would be to safeguard:

- National security
- Defence
- Public security
- The prevention, investigation, detection, or prosecution of criminal offences
- Other important public interests, economic or financial interests, including budgetary and taxation matters, public health and security
- The protection of judicial independence and proceedings
- Breaches of ethics in regulated professions
- Monitoring, inspection, or regulatory functions connected to the exercise of official authority regarding security, defence, other important public interests or crime/ethics prevention
- The protection of the individual, or the rights and freedoms of others
- The enforcement of civil law matters.

### **11. What if you identify an error in our records?**

If we agree that the information is inaccurate, we will correct it and where practicable, destroy the inaccurate information. We will consider informing any relevant third party of the correction.

If we do not agree or feel unable to decide whether the information is inaccurate, we will make a note of the alleged error and keep this on file.

### **12. Request for a review**

The Parish Council shall carry out a review of a request whenever the requestor expresses dissatisfaction with the outcome. This request should be made within 20 working days of receipt to the Parish Council's response and the requester should set out what they are not satisfied with. The Parish Council shall conduct a review within 20 working days.

If the requester is not happy with the outcome of the review, they have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire  
 SK9 5AF

Tel: 0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

## Equal Opportunities Policy

### Statement of Commitment

Hellesdon Parish Council is committed to the values of equality and diversity in its approach to cover the whole range from failure of good manners to direct discrimination. It believes that equal opportunities are essential to the values that lie at the heart of the Parish council and, as such should extend to the employment of its staff and its work with all individuals and organisations.

All employees and job applicants will be fairly treated regardless of sex, gender reassignment, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion or beliefs, pregnancy and maternity status (known collectively as 'protected characteristics under the 2010 Equality Act), offending background, responsibilities for dependants or political affiliations, marital or civil partnership status and social class. Recruitment and promotion processes, training opportunities, remuneration and any other benefit will be job-related and objective.

The council recognises its duty under the Equality Act (2010) to make reasonable adjustments for disabled employees, to help them overcome disadvantages resulting from impairment.

The council is equally committed to equality of service provision to all sections of the community. This is reflected in the requirements of all reports to Council and committees to consider the Equality Act implication of any decisions taken.

### The Legal Position

This policy will be implemented within the framework of the relevant legislation, which includes:-

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- BDS Disclosure information in accordance with section 124 of the Police Act 1997
- Employment Equality (Age) Regulations 2006
- Equality Act 2010

### Equal Opportunities Policy Statement

It is the Council's policy not to discriminate against its workers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee. Our workers and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be

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justified as necessary for operational purposes. The Council shall, at all times, strive to work within legislative requirements as well as promoting best practice. The Council's long-term aim is that the composition of our workforce should reflect that of the local community and that all workers should be offered equal opportunities to achieve their full potential. This policy, and the measures the Council takes to implement it, has been devised on the basis of advice from the relevant governmental and professional bodies. We are committed to a programme of action to make this policy effective and to bring it to the attention of all workers. The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers by members of our workforce and also, in some circumstances, ex-employees.

The following paragraphs deal with the specific categories of workers and areas of work which we have identified as potentially giving rise to equal opportunities issues and provides more specific guidance on the parameters of our policy and approach to equal opportunities.

This policy is for guidance only and shall be provided to all workers, but does not form part of the contract of employment.

## **1 To whom does this policy apply?**

1.1 This policy applies to the Council's employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to job applicants and to individuals such as agency staff and consultants and volunteers who are not our employees, but who work at the Council (collectively workers).

1.2 All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. In some situations, the Council may be at risk of being held responsible for the acts of individual members of staff and will not therefore tolerate any discriminatory practices or behaviour.

1.3 The policy statement in paragraph 1.2 applies equally to the treatment of our visitors, clients customers and suppliers by our workers and the treatment of our workers by these third parties.

## **2 Personnel responsible for implementation of policy review?**

2.1 The Council has overall responsibility for the effective operation of its equal opportunities policy (EOP) and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The Council has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Parish Clerk.

2.2 All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives. If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact the Parish Clerk to request training or an information pack.

## **3 Scope and purpose of policy**

3.1 The Council will not unlawfully discriminate on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, trade union membership, or part-time or fixed-term status.

3.2 This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

3.3 The Council will take appropriate steps to accommodate the requirements of workers' religions,

cultures, and domestic responsibilities in accordance with its statutory obligations.

## **4 Forms of discrimination**

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in paragraph 3.1. For example, rejecting an applicant of one race because it is considered they would not "fit in" on the grounds of their race could be direct discrimination. Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. For example, a height requirement would be likely to eliminate proportionately more women than men. If this criteria cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex. Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment.

## **5 Disability discrimination**

5.1 If you are disabled, or become disabled in the course of your employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise the Parish Clerk of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. The Parish Clerk may wish to consult with you and with your medical adviser(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

5.2 The Council will monitor the physical features of its premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other workers. Where possible and proportionate, the Council will take steps to improve access for disabled workers and service users.

## **6 Fixed-term employees and agency and temporary workers**

We will monitor our use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress within the Council to ensure that they are accessing permanent vacancies.

## **7 Part-time workers & seasonal workers**

The Council will monitor the conditions of service of part-time and seasonal employees and their progression within the Council to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with in accordance with its statutory obligations.

## 8 Breaches of the policy

8.1 If you believe that you may have been disadvantaged or harassed on any of the unlawful grounds listed at paragraph 3.1, you are encouraged to raise the matter through the Council's grievance procedure. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

8.2 If, after investigation, you are proven to have harassed any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise act in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Council will always take a strict approach to serious breaches of this policy.

8.3 As this policy applies equally to the Council workers' relations with visitors, clients, customers and suppliers, if, after investigation, you are proven to have discriminated against or harassed a client or supplier you will also be subject to disciplinary action.

## 9 Monitoring and revision of policy

This policy is reviewed by the Council ~~every four years~~ annually, as well as revision in the light of changes in

legislation and guidance, to regularly monitor the effectiveness of this policy to ensure it is achieving the objectives stated in the EOP statement, by monitoring the composition of job applicants and the benefits and career progression of its workers.

The Council is committed to providing relevant training for all staff on their responsibilities and duties under this policy.

## **Recruitment and Selection Policy and Procedure**

### **Introduction**

This policy sets out the position of the Council in respect of recruiting and selecting the best candidate for the role.

### **Scope**

This policy applies to the appointment of all employees excluding the Parish Clerk

### **Procedures for the vacancy**

- a) When a post becomes vacant or the establishment of a new post is agreed, the purpose and objectives of the post will be defined.
- b) A person specification will be prepared detailing the skills and experience and qualifications required to fulfil the role
- c) Job descriptions and person specifications will be prepared to take account of The Equality Act 2010.
- d) Consideration will be given to whether the vacancy is appropriate for permanent, fixed term, temporary or casual appointment.
- e) The above points in section 1 will be the responsibility of the Staffing Committee with assistance from the Parish Clerk.
- f) A panel made up of no more than three members of the Staffing Committee will be appointed for the specific recruitment process in the case of a Finance Officer, Projects Officer or Head Groundsman. For all other posts the interview process would be the responsibility of the Parish Clerk with approval from the Staffing Committee.

### **Job Description**

- a) Every existing post, without exception, will have a written job description outlining the main duties and responsibilities and specifying the key tasks.
- b) This will be drafted by the Parish Clerk with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

### **Person Specification**

- a) A person specification to specify the attributes required to fulfil the duties of the job will be prepared. It will outline the criteria against which applicants are assessed at the short listing and interview stage.

- b) This will be drafted by the Parish Clerk with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

### **Pay and Conditions**

- a) At this stage, when the job description and person specification have been defined, the question of Terms and Conditions will be considered.
- b) This will be drafted by the Parish Clerk with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

### **Disclosures**

- a) The disclosure of a criminal record, or other information, does not debar the candidate unless the selection panel considers that the conviction renders him/her unsuitable for appointment. In making this decision the Council will consider the nature of the offence, how long ago and the age of the candidate when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Council's Equal Opportunities Policy.
- b) Failure by an applicant to declare a conviction, caution or bind-over may, however, disqualify the candidate from appointment. Disclosure of a conviction after appointment will be subject to the disciplinary procedure.
- c) It will be the responsibility of the Parish Clerk to apply for any DBS checks which they deem necessary. The results of such checks will be discussed by the Staffing Committee if appropriate.
- d) When recruiting the council will be mindful of the Rehabilitation of Offenders Act 1974

### **Safeguarding**

- a) The council acknowledges that everyone who uses facilities for which it is responsible, or who may be involved in Council-led activities, should be treated with dignity and respect, and should be protected from harm in accordance with the Council's Safeguarding Policy.

### **Fixed Term (Temporary) Contracts**

- a) All temporary contracts should have defined or estimated end dates and where appropriate these will be issued as Fixed Term Contracts.
- b) The use of Fixed Term Contracts can only be justified in the following situations:
  - Cover for maternity leave;
  - Cover for long term sick leave;
  - Cover for a vacancy while the recruitment process takes place;
  - Short term projects of a definable length (such as seasonal posts).

## **Methods of Recruitment**

### **In-house recruitment**

a. The number and quality of replies to each source will be monitored by the Parish Clerk so that their relative success can be judged and can inform future advertising. Whether handling the whole process in house, or handing over the job to an agency, certain other decisions will be made before the advertisement is placed. These may include:

- the design of the advert
- the information pack for candidates and contact person for further details
- how applicants should respond will be detailed in the advertisement
- who will make up the recruitment panel
- the dates for interviews
- the nature of the full selection process

b. The Council will as far as possible seek to run this process themselves, led by the Parish Clerk.

### **Advertising the vacancy**

The advertisement should contain the following:

- The Council's corporate identity logo
- The heading, including the Council's name and the job title
- What will have primary importance in the text - for example, job interest, pay, career opportunities, location and qualifications required
- What form of reply is required and the closing date for applications and interview dates for the position

b) All advertisements must be approved by the Parish Clerk and ratified by the Staffing Committee

### **Information for candidates**

a) The total package will vary according to the advertised position. All applicants will receive the below items:-

- A copy of the job description
- A copy of the person specification
- The relevant application form

## **Initial applications**

If initial applications are not to be acknowledged applicants should be advised at the outset.

## **Short listing**

- a) It is important that the immediate line manager is involved, and can express a view before a final decision is made.
- b) If possible the candidate should meet the prospective line manager and visit the prospective work location before deciding whether to accept the job.
- c) When the deadline is reached the Parish Clerk will be responsible for the confidentiality of the information supplied in line with all data protection legislation.
- d) For posts requiring an application form a blind sift, redacting any personal information, will be conducted in conjunction with the appointed panel to shortlist to an appropriate number of candidates to interview.
- e) The candidates will then be marked accordingly using the person specification and job description as criteria, with the most appropriate candidates being invited to interview.

The reasons applicants have not been short-listed will be recorded, to include:

- lack of relevant skills,
  - lack of relevant previous experience,
  - lack of relevant qualification
  - lack of work experience at appropriate level
- a) Internal candidates are to be given no special consideration and it is their responsibility to communicate to the panel through their application their suitability for the post.
  - b) If at any point during this process a panel member, or the Parish Clerk, is aware of any reason why they may be prejudiced against or in favour of any candidate then they must excuse themselves from the process immediately and another member of the Staffing Committee must replace them.
  - c) When the shortlisted candidates for interview are known then the panel shall be supplied with the candidates' personal information.
  - d) The Parish Clerk will then invite the shortlisted candidates to interview.

## **Interview arrangements**

- a) Candidates are recruited following interview. It is, therefore, essential that the interview is structured and questions aimed at obtaining information

about the candidate, relevant to the person specification and job description. It will be the responsibility of the appointed members of the panel to construct these questions with guidance from the Parish Clerk.

- b) If at the time of interview additional requirements are identified to overcome any disability not previously notified, the Council is under a duty to make reasonable adjustments accordingly.
- c) It is the responsibility of the Parish Clerk to facilitate this arrangement and communicate all details to the candidates.

### **Preparation for Interview**

All panel members will receive adequate notice of the interview, and any supporting paper work or requirements.

Panel members must use the job description and person specification in measuring the suitability of each candidate.

### **Selection methods**

- a) The selection method chosen must be at the appropriate level for the post.
- b) A range of selection methods will be considered, including ability tests, personality questionnaire, presentations, group exercises, in-tray exercises, written papers and interviews (first and second stage).
- c) Where tests requiring demonstration of skill are used, they must be related to the job, and be capable of being assessed and applied equally to all candidates. They should measure the individual's ability or potential to carry out or train for the duties appropriate to the job in question.
- d) Candidates should be informed in advance that they will be sitting any test.
- e) Candidates should be provided with a suitable comfortable area with refreshments to wait.
- f) Good interviews are prepared and conducted in an orderly and thorough manner. In preparation the panel should:
  - Compare the person specification with what is already known about the candidate: which areas of experience, qualifications, etc, need exploring or clarifying?
  - Ensure preliminary communication between members of the panel to facilitate a balanced and controlled approach to interviews.
  - Plan the questions: they should be designed to probe the candidates' knowledge, ability, disposition and attitudes.
  - Allocate the subjects: if there is more than one interviewer, decide who will cover the different areas, e.g. job knowledge, training, qualifications?
  - Highlight areas on the application form that need to be followed up.
  - Give candidates an opportunity to ask questions



- Allow sufficient time for the interviewers both to record an individual assessment of the previous candidate and to review the plan for the next candidate. Do not cut an interview short.
  - Make sure there will be no interruptions, e.g. divert telephone calls and switch off mobile phones.
  - Inform reception staff of interview details to ensure applicants can be welcomed courteously and efficiently, shown the cloakroom etc.
- a) A Chair of the panel should be appointed prior to the day itself who should keep the interview moving. The facilitator will also be responsible for greeting the candidate and informing them of the content and running order of the interview.
  - b) If the panel members are expected to interview for an entire day a simple lunch will be provided.

### **Interviewing**

- a) The panel should arrive in good time for the interview with the appropriate paperwork in place. All details surrounding the requirements of all panel members to be addressed no later than 5pm of the last working day before the interview day.
- b) It is best practice to have a pre-interview meeting with the panel to run through the processes and address any last minute concerns.
- c) All questions will be given to all candidates in a considered manner and no panel member should make any last minute additions or ask a question in the interview without informing the panel as a whole first.
- d) Any follow up questions to the agreed questions may take any form as appropriate, but must absolutely pertain to the original question.
- e) The focus on the style of interviewing must at all times be to draw the best possible response from the interviewees and not be designed to trip up a candidate or to ask 'trick questions'.

### **Making a decision after interview**

- a) The panel should meet in good time following the interviews in order to make a decision.
- b) Due consideration should be given to the marking and assessment sheets when making this decision in accordance with best practice.
- c) Any decision does not necessarily have to be unanimous but should absolutely include a majority decision with input from the potential line manager.

- d) It is the responsibility of the Parish Clerk to inform the successful candidate, gain a verbal acceptance and then send out a written offer of appointment letter.
- e) Upon receipt of this signed offer of appointment letter the Parish Clerk will then inform the unsuccessful candidates with appropriate feedback.

### **Appointment**

- a) After making a decision the panel, via the Parish Clerk, should then feed back to the Staffing Committee with a recommendation to ratify the panel's decision.
- b) The appropriate administrative procedures for the appointment is then handed over to the Parish Clerk who will obtain references and make sure arrangements are in place for a start date.

### **References**

- a) References will be used to check factual information such as job title, length of service, attendance record.
- b) The Parish Clerk can obtain this information most efficiently by asking specific questions or using a standard form.
- c) If the Parish Clerk wants an opinion as to suitability for a specific job, a brief outline of duties should be included, and a telephone discussion may be helpful.
- d) Written references will be taken up after short-listing or after interview and whether an offer of appointment will be made subject to receipt of these references satisfactory to the Council.

## **Training and Development Policy**

### **Purpose and scope**

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff and councillors. With reference to staff, it applies to all staff whether full or part time, temporary or fixed term.

### **Identifying, Meeting and Evaluating Training and Development Needs**

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

### **Consideration**

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

## **Categorising training and personal development**

The three categories are as follows:

### **1. Mandatory**

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

#### Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food hygiene
- Data Protection

### **2. Desirable**

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

#### Job specific

- Certificate in Local Council Administration (CiLCA)
- Microsoft Excel

### 3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

#### Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

#### **Guidance for support**

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

#### **Study leave**

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Staffing Committee), setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Staffing Committee) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

#### **Councillor Training**

Hellesdon Parish Council values its councillors and appreciates their role as volunteers. Councillors are more effective in their role when they have received training in their role as a councillor, and Hellesdon Parish Council is committed to providing training for councillors

at the earliest opportunity in their term. Further training to support specific councillor roles (for example Chairmanship or training specific to committee roles) will also be considered.

### **Training in General**

The Parish Council will maintain a library of publications on books offering advice concerning aspects of local government.

The Parish Council is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils.

The Parish Council has a commitment to membership of the Norfolk Association of Local Councils recognising that it is a lead provider in training for Councillors and Clerks.

The Parish Council has a commitment for its Clerk (and other officers at the discretion of the Council) to be a member of the Society of Local Council Clerks recognising that it is a lead provider nationally and locally in training for officers.

The Parish Council will ensure that training for both officers and members is adequately covered as an item in the annual budget; that membership fees for the Association and the Society are included in the budget.

## HELLESDON PARISH COUNCIL - WHISTLEBLOWING POLICY

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## **Policy**

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

## **Background**

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

## **Principles**

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.

Whistle Blowing Policy  
Last Reviewed April 2024  
Next Review Due 2024/2025 M4



- No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

## **Procedure**

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chairman of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

### Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

### Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant

person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

### Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf)

### **Data protection**

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

— policy ends here —

The wording of this policy is based on an employee's statutory right to make a disclosure in the public interest. Adopting and applying this policy as it stands will support the council to comply with this right.

An employee making a genuine disclosure under this policy is protected from victimisation and any unfavourable treatment. If a member of staff believes they have been treated differently because they have made a disclosure, they may be able to make a claim to an Employment Tribunal irrespective of whether they are a casual, fixed term worker, or an established member of staff.

Whistle Blowing Policy  
Last Reviewed April 2024  
Next Review Due 2024/2025 M4

## **SAFEGUARDING POLICY**

### **Policy Statement:**

In the interests of child protection and the welfare and protection of vulnerable adults Hellesdon Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity organised by or associated with the Parish Council.

### **Policy Objective:**

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to everyone but paying particular attention to children and vulnerable adults.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- Hellesdon Parish Council does not usually directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

### **Aims:**

The aim of this policy document is to guide members, staff and volunteers of Hellesdon Parish Council, should any child protection issue or any issues with vulnerable adults arise during their work.

### **Responsibilities & Procedures:**

The Parish Clerk has been designated as Safeguarding Officer and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Council-organised event with children or vulnerable people;
- Ensuring that members, staff and volunteers are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- Ensuring, that whilst Parish Councillors are unlikely to be involved with children during the performance of their duties they are mindful of any risk they may face;
- Ensuring that before any paid members of staff are recruited to work with children and vulnerable persons they are interviewed and two references taken up;
- Ensuring that no volunteers work directly with children and vulnerable persons unless they have relative proven experience and/or qualifications in the work
- Ensuring that no volunteers or staff work directly with children and vulnerable persons unless they have an Enhanced DBS Check

## General Information

- Decisions on whether any person should be DBS checked will be made by the Council, or the Clerk after consultation with the Chairman, following a risk assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.
- Councillors will adhere to the 'List of Recommended Behaviour' namely:
  - A minimum of two adults present when supervising children.
  - Not to play physical contact games.
  - Adults to wear appropriate clothing at all times.
  - Ensure that accidents are recorded in an accident book.
  - Never do anything of a personal nature for a young person or vulnerable adult
  - Keep records in an incident book of any allegations a young or vulnerable person may make to any committee member or volunteer.
  - Any concerns or incidents must be referred to the County Council.
- Hellesdon Parish Council's play areas are inspected on a regular basis by Grounds Staff and On Duty Caretaker and at least annually by a representative of Play Inspection Organisation. All Grounds staff and Caretaking Staff will be required to have a DBS check carried out on appointment of role and every 4 years there after.
- In the event of a contractor, working directly for Hellesdon Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy. Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council-owned facilities.

## Declaration:

All members of Hellesdon Parish Council, committee members and volunteers assisting the Parish Council should read this Safeguarding Policy.

Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

## Debt Management Policy

### Approval and Review

This Bad Debt Policy is in support of Financial Regulation 9.

### Actions to be followed

- 1) Where possible invoices are sent out for goods and services ahead of the supply of those goods and services. All invoices will show a 'Due By' date which will normally be 30 days after the invoice date.
- 2) Regular hirers of the Community Centre and sports courts will be invoiced monthly in arrears (eg December hire will be invoiced on or around 31st December).
- 3) Casual hirers of the Community Centre and sports courts will be required to make payment in full prior to commencement of their hire. Failure to pay will result in their hire being cancelled.
- 4) Non payment for the tenancy of an allotment will result in the tenancy being cancelled and the Council will seek repossession of the plot in a condition to be relet. Should the plot require works to bring it back into a condition to be relet, these costs will be passed onto the debtor.
- 5) In the event of payment not being received by the due date a reminder will be sent detailing that payment is now requested within 14 days of the date of the reminder. Administration charges will be added as detailed within the contract of hire, where applicable.
- 6) In the event of payment not being received after the 14 day reminder, then Council will consider action to recover late payment at their next meeting. A letter will be sent by or on behalf of the Responsible Financial Officer (RFO) advising:
  - a. that Council will be made aware of the debt, including the date of the meeting at which the matter will be discussed;
  - b. that unless payment is received within 7 days (of the date of the letter) the matter may be progressed through the County Court (Small Claims Court);
  - c. that the Council will also seek to recover its court costs;
  - d. no further reminders will be sent.

- 7) In the event of payment not being received within those 7 days then the RFO will, when instructed by Council, refer the matter to the County Court. There is a court cost incurred in using the Small Claims Court and this will be included as part of the claim made by the Council.
- 8) The Council and RFO will, where appropriate, seek to work with the debtor to implement a manageable programme of repayment. Failure to agree terms or make payment according to agreed terms will result in immediate referral of the debt to the Small Claims Court.
- 9) Bad Debts can only be written off with approval from the Council. All Bad Debts will be recorded in the Notes to the Annual Accounts.

DRAFT

Name of Assessment: **LAND Bus Shelters**  
 Date of Assessment / Review: 10th April 2024  
 Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff	M	H	1) Care taken when on verges and pavements (particularly sloping ones) in damp/wet weather. 2) Correct footwear to be worn	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Impact with Moving Vehicles	Staff	L	H	Hi viz jackets worn at all times. 2) Employees to stay alert when on the highway. 3) No distraction items, such as iPods to be worn.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Contact with Sharp Items (eg: glass / needles)	Staff	L	H	1) Sharps bin provided for disposal of needles. 2) Gloves provided and worn. 3) Glass disposed of and wrapped where possible.	To ensure supply of PPE for this risk	Clerk	L
Contact with Chemicals	Staff / Members of the Public	L	H	1) Chemicals only to be used in accordance with manufacturers instructions. 2) All chemicals used to be appropriate for cleaning bus shelters. 3) COSHH sheets to be held for all chemicals.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Damage to Bus Shelters causing injury	Staff / Members of the Public	L	H	1) Bus Shelters inspected every time they are cleaned. 2) Public reports of damage to shelters reacted upon by the parish council via inspection and if necessary making safe / cordoning off	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Sunburn	Staff	L	M	1) Appropriate clothing worn in hot weather. 2) Arms and neck kept covered 3) Baseball caps / hats provided.	To ensure supply of PPE for this risk	Clerk	L

Aggressive Behaviour	Staff	L	H	1) Grounds staff aware of how to handle confrontation situations 2) Any complaints to be referred to the Clerk for consideration to escalate to police. 3) In the event of a serious incident, staff member to be offered counselling.	Ensure training is up to date	Clerk	L
Lone Working	Staff	L	H	1) Although there may not be another member of staff working, this is a busy area so workers are seldom actually on their own. 2) Grounds staff have mobile phones to summon help.	Ensure other staff are aware of the location of lone working staff	Clerk / Facilities Manager	L



Name of Assessment: **LAND Allotment Site**

Date of Assessment / Review: 10th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Weekly inspections of surfacing, including checking for damage of ecogrid mesh. 2) Noticeboard to be provided with full address and emergency contact details 3) Any obstructions to be removed 4) Repairs to surfacing to be remediated or cordoned off	Clerk to arrange for noticeboard / contact details to be put in place	Clerk	L
Electrical Hazards	Staff / Members of the Public	L	H	1) Main fuseboard subject to Electrical Installation Condition Report, every 5 years. 2) Street light should also be inspected. 3) Damaged equipment to be reported and taken out of commission	Facilities Manager to do spot checks	Facilities Manager	L
Hygiene of the Site	Members of the Public	L	M	1) Toilet is cleaned and inspected regularly. 2) Fresh water is supplied to all plots. 3) Water supply is turned off in winter months to avoid flooding - stop tap for toilet is turned on by users when required. 4) Pest control regime in place.	Facilities Manager to do spot checks	Facilities Manager	L
Legionella	Staff / Members of the Public	L	H	1) Checklist required to ensure cleaning, descaling and flushing through is logged. 2) Check for standing water.	Clerk to work with FM to get Legionella Checklist together for allotment site	Clerk/Facilities Manager	L

Name of Assessment: **LAND Allotment Site - Animals**

Date of Assessment / Review: 10th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Injury by Animal Ingress	Staff / Members of the Public	L	L	1) Fencing provided at such height to discourage animals from entering the site. 2) Rabbit fencing installed to discourage burrowing animals from entering the site. 3) Thick hedging in areas where fencing is not in place. 4) Signage to encourage all those entering the site to close the gate after them. 5) All dogs to be on leads and under control	Continue with regular inspections of fencing. Respond quickly to any reports of damage in between inspections	Clerk / Facilities Manager	L
Injury from out of control animal	Staff / Members of the Public	L	M	1) No animals or livestock to be kept onsite without permission of the council. 2) Dogs may only be brought onsite on a lead and under control.	Facilities Manager to do spot checks	Facilities Manager	L
Injury from wild animal	Staff / Members of the Public	L	M	1) Wild Animals on the site should be reported to the council. The council will assess the risk based on type of animal 2) Wild animals should not be disturbed to reduce risk to all parties 3) Where possible, reduce the habitat for wild animals, taking into account ecology of the site.	Clerk / Facilities Manager to address when matters are reported	Clerk / Facilities Manager	L
Injury or Distress to Animal	Animals	L	M	1) Weedkillers or pesticides should not be left in the open and uncovered. 2) Fencing regularly reviewed for damage. 3) Animals not to be approached onsite unless in a matter of welfare concern for the animal. 4) Veterinary advice should be obtained if required.	Regula reviews	Clerk	L

Name of Assessment: **LAND Bull Roundabout**

Date of Assessment / Review: 10th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff	M	H	1) Care taken on uneven surfaces, particularly in damp / wet weather. 2) Barrows not overfilled with soil, grass cuttings, rubbish etc when they are being removed from roundabout.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Impact with Moving Vehicles	Staff	L	H	1) Grounds staff remain alert to potential hazards associated with moving traffic and take care when accessing worksite. 2) Hi viz clothing worn at all times. 3) Grounds staff walktowards the traffic when cutting grass on roundabout and always face oncoming vehicles when edging or weeding near the kerb.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Contact with Sharp Items (eg: glass / needles)	Staff	L	H	1) Sharps bin provided for disposal of needles. 2) Gloves provided and worn. 3) Glass disposed of and wrapped where possible.	To ensure supply of PPE for this risk	Clerk	L
Machinery Hazards	Staff / Members of the Public	L	H	1) Risk assessments in place for each item of machinery. 2) When re-entering the road from parking on roundabout, ensure that tractor/trailer wheels drop together to avoid tilting vehicle	Clerk to ensure RA's up to date.	Clerk	L
Ejected Items	Staff / Members of the Public	L	H	1) Area checked for stones/litter etc before work commences - items removed.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Sunburn	Staff	L	M	1) Appropriate clothing worn in hot weather. 2) Arms and neck kept covered 3) Baseball caps / hats provided.	To ensure supply of PPE for this risk	Clerk	L

Aggressive Behaviour	Staff	L	H	1) Grounds staff aware of how to handle confrontation situations 2) Any complaints to be referred to the Clerk for consideration to escalate to police. 3) In the event of a serious incident, staff member to be offered counselling.	Ensure training is up to date	Clerk	L
Lone Working	Staff	L	H	1) Although there may not be another member of staff working, this is a busy area so workers are seldom actually on their own. 2) Grounds staff have mobile phones to summon help.	Ensure other staff are aware of the location of lone working staff	Clerk / Facilities Manager	L

Name of Assessment: **LAND Apiary**  
 Date of Assessment / Review: 10th April 2024  
 Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Apiary trained volunteers	M	H	1) Area restricted to authorised personnel only. 2) Authorised personnel report any trip hazards to the parish council for remediation	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Bee Stings	Staff / Apiary trained volunteers / Members of the public	M	H	1) Only authorised personnel permitted in the apiary. 2) The apiary is locked when not being accessed. 3) Authorised personnel use appropriate bee keeping PPE when attending to bees. 4) Anaphylaxis kit kept in bee keepers shed. 5) Clear gap between allotments and apiary. 6) 6ft fence to encourage bees to rise upon leaving the hive. 7) Only allotment holders and authorised personnel permitted on allotment site. 8) Avoid working on hives when bees are likely to be agitated (eg: wrong time of day / wrong temperature / recent disturbance)	Liaison with Apiary volunteers to ensure site continues to comply with best practice	Clerk	L
Manual Handling	Staff / Apiary trained volunteers	M	H	1) Good manual handling techniques must be adhered to.	Ensure staff are adequately trained	Clerk	L

Name of Assessment: **LAND Community Centre Play Areas**

Date of Assessment / Review: 10th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Areas maintained in good condition and inspected daily- any necessary repairs to equipment and/or surfaces reported to Head Groundsperson or Clerk for repairs or escalation to specialist contractor. 2) Areas closed when surfaces are icy	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Falls from Height	Members of the Public	L	H	1) Surfaces under equipment in both areas covered with rubberised surfaces or grass matting. 2) Barriers on top of multiplex equipment in under 9s area.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Entrapment / Sharp Edges	Members of the Public	L	H	1) All gates are spring loaded with 5 second closure mechanisms. 2) All play equipment visually inspected daily and repairs carried out / reported to parish clerk for escalation to specialist contractor. 3) Monthly reports submitted	Ensure defect forms are completed for all matters identified	Clerk / Facilities Manager	L
Biological Hazards	Staff / Members of the Public	L	H	1) Dogs not allowed in enclosures. 2) Dog owners expected to control their animals in accordance with requirements of Dog Control legislation. 3) Dog faeces must be picked up by owner (under public spaces protection order). 4) Litter picking done daily and disposed of in bins provided. 5) Litter bins emptied twice weekly.	Ensure PPE is in good stock	Clerk	L

General Safety	Staff / Members of the Public	L	H	1) Areas inspected annually by RoSPA qualified independent inspector. 2) Safety notices displayed on gates. 3) Equipment age appropriate	Respond to RoSPA Annual Inspections	Clerk / Facilities Manager	L
Security Issues	Staff / Members of the Public	L	M	1) Gates locked every night to prevent access by unauthorised persons.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L

Name of Assessment: **LAND Cottinghams Park**

Date of Assessment / Review: 10th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Area inspected weekly. 2) Holes (usually dug by foxes) filled in by grounds staff	Signage detailing contact details to be installed	Clerk / Facilities Manager	L
Moving Machinery	Members of the Public	L	H	1) Grass cutting and hedge trimming done when members of the public are not in the area of risk.2) Vehicular gates kept locked at all times unless being used by grounds staff.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Hazardous Substances (weedkiller)	Staff / Members of the Public	L	H	1) Spraying of weedkiller carried out in the early morning before area frequented by members of the public. 2) Weed killer not hazardous once it has dried. 3) Main field sprayed by contractor	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Biological Hazards	Staff / Members of the Public	L	H	1) Dog owners expected to control their animals in accordance with requirements of Dog Control legislation. 2) Dog faeces must be picked up by owner (under public spaces protection order). 3) Litter picking done weekly and disposed of in bins provided. 4) Litter bins emptied twice weekly	Ensure PPE is in good stock	Clerk	L
Dog Attacks	Staff / Members of the Public	L	H	1) Dog owners expected to control their animals in line with prevailing legislation	Escalation to dog warden / police where necessary	Clerk	L
Security Issues	Staff / Members of the Public	L	M	1) No vehicular access possible. 2) Area overlooked by properties. 3) Low risk area with little to vandalise.	Signage detailing contact details to be installed	Clerk / Facilities Manager	L
Drone Flying	Norwich Airport	L	M	1) Signage provided by Norwich Airport advising it is against the law to fly drones on this land.	Ensure signage remains in place and is clear	Grounds Team	L



Name of Assessment: **LAND Footpath to the Rear of Tesco Store**

Date of Assessment / Review: 10th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Care taken on uneven surfaces, particularly in damp/wet weather 2) Staff to wear correct footwear when attending site	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Moving Machinery / Vehicle Impact	Members of the Public	L	H	1) Footpath closed whilst work is in progress. 2) Grounds staff to remain alert to potential hazards regardless	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Contact with Sharp Items (eg: glass / needles)	Staff	L	H	1) Sharps bin provided for disposal of needles. 2) Gloves provided and worn. 3) Glass disposed of and wrapped where possible.	To ensure supply of PPE for this risk	Clerk	L
Hygiene Issues	Staff	M	H	1) Condition of footpath is checked prior to strimming. If there is too much contamination, task not carried out and reported to clerk(for escalation to Environmental Health). 2) Gloves and overalls provided and worn.	Ensure PPE is in good stock	Clerk	L
Dog Attacks	Staff / Members of the Public	L	H	1) Dog owners expected to control their animals in line with prevailing legislation	Escalation to dog warden / police where necessary	Clerk	L
Sunburn	Staff	L	M	1) Appropriate clothing worn in hot weather. 2) Arms and neck kept covered 3) Baseball caps / hats provided.	To ensure supply of PPE for this risk	Clerk	L
Aggressive Behaviour	Staff	L	H	1) Grounds staff aware of how to handle confrontation situations 2) Any complaints to be referred to the Clerk for consideration to escalate to police. 3) In the event of a serious incident, staff member to be offered counselling.	Ensure training is up to date	Clerk	L

Lone Working	Staff	L	H	1) Although there may not be another member of staff working, this is a busy area so workers are seldom actually on their own. 2) Grounds staff have mobile phones to summon help.	Ensure other staff are aware of the location of lone working staff	Clerk / Facilities Manager	L
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Name of Assessment: **LAND Hard Surface Games Area at Community Centre**

Date of Assessment / Review: 10th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Surface even and unobstructed. 2) Tennis net sockets covered with metal discs when not in use. 3) Area inspected daily and any issues identified, action is taken or matter is escalated to the parish clerk for appointment of specialist contractor. 4) Area closed when surface is icy	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Security Issues	Staff / Members of the Public	L	H	1) Area floodlit at night when in use. 2) Area bound by chain link fencing. 3) CCTV cameras cover area. 4) Whole site locked at night.		Clerk	L
Injury as a Result of Coaching / Management by National Tennis	Staff / Members of the Public	L	H	1) Written agreement with National Tennis for the management of tennis provision. 2) Part of agreement is NTA indemnity, holding the venue harmless of liabilities	Regular feedback from NTA to ensure compliance	Clerk	L

Name of Assessment: **LAND Litter Picking / Attending to Notice Boards**

Date of Assessment / Review: 10th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff	M	H	1) Care taken when on verges and pavements (particularly sloping ones) in damp/wet weather. 2) Correct footwear to be worn	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Impact with Moving Vehicles	Staff	L	H	Hi viz jackets worn at all times. 2) Employees to stay alert when on the highway. 3) No distraction items, such as iPods to be worn.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Contact with Sharp Items (eg: glass / needles)	Staff	L	H	1) Sharps bin provided for disposal of needles. 2) Gloves provided and worn. 3) Glass disposed of and wrapped where possible.	To ensure supply of PPE for this risk	Clerk	L
Repetitive use of Litter Grabber	Staff / Members of the Public	L	H	1) Litter grabber is able to be used comfortably and is kept in good working condition. 2) Some items are picked up by hand. 3) Grabber not used for longer than 2 hours without a break.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Manual Handling	Staff / Members of the Public	M	H	1) Staff aware of good handling techniques. 2) Wheel barrow used. 3) Care taken when removing full bags of litter from bins at playing fields and from barrow at end of shift.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Sunburn	Staff	L	M	1) Appropriate clothing worn in hot weather. 2) Arms and neck kept covered 3) Baseball caps / hats provided.	To ensure supply of PPE for this risk	Clerk	L

Aggressive Behaviour	Staff	L	H	1) Grounds staff aware of how to handle confrontation situations 2) Any complaints to be referred to the Clerk for consideration to escalate to police. 3) In the event of a serious incident, staff member to be offered counselling.	Ensure training is up to date	Clerk	L
Lone Working	Staff	L	H	1) Although there may not be another member of staff working, this is a busy area so workers are seldom actually on their own. 2) Grounds staff have mobile phones to summon help.	Ensure other staff are aware of the location of lone working staff	Clerk / Facilities Manager	L

Name of Assessment: **LAND Meadow Way Open Space**

Date of Assessment / Review: 10th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Entrance to area covered with anti-slip matting. 2) Area Maintained in good condition. 3) Area inspected daily and any holes (usually dug by foxes) filled in.	Updated signage with contact details (to include WTW) to be considered	Clerk	L
Moving Machinery	Members of the Public	L	H	1) Grass cutting and hedge trimming carried out when members of the public are not at risk	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Hazardous Substances (weedkiller)	Staff / Members of the Public	L	H	1) Spraying of weedkiller carried out in the early morning before area frequented by members of the public. 2) Weed killer not hazardous once it has dried. 3) Main field sprayed by contractor	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Biological Hazards	Staff / Members of the Public	L	H	1) Dog owners expected to control their animals in accordance with requirements of Dog Control legislation. 2) Dog faeces must be picked up by owner (under public spaces protection order). 3) Litter picking done weekly and disposed of in bins provided. 4) Litter bins emptied twice weekly.	Ensure PPE is in good stock	Clerk	L
Dog Attacks	Staff / Members of the Public	L	H	1) Dog owners expected to control their animals in line with prevailing legislation	Escalation to dog warden / police where necessary	Clerk	L
Security Issues	Staff / Members of the Public	L	M	1) Gates locked at night to prevent unauthorised access. 2) Staff locking up to wear bodycamera 3) Staff locking up to use a torch after dark.	Updated signage with contact details (to include WTW) to be considered	Clerk / Facilities Manager	L

Name of Assessment: **LAND Meadow Way Play Area**

Date of Assessment / Review: 10th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Areas maintained in good condition and inspected daily- any necessary repairs to equipment and/or surfaces reported to Head Groundsperson or Clerk for repairs or escalation to specialist contractor.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Falls from Height	Members of the Public	L	H	1) Surfaces under play equipment covered in barkchips 2) Barkchips replenished to the required depth when necessary	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Entrapment / Sharp Edges	Members of the Public	L	H	1) Gates are spring loaded with 5-second closure mechanisms. 2) All play equipment visually inspected daily and repairs carried out and/or reported to Parish Clerk. 3) Monthly written inspection reports conducted.	Ensure defect forms are completed for all matters identified	Clerk / Facilities Manager	L
Biological Hazards	Staff / Members of the Public	L	H	1) Dogs not allowed in enclosures. 2) Dog owners expected to control their animals in accordance with requirements of Dog Control legislation. 3) Dog faeces must be picked up by owner (under public spaces protection order). 4) Litter picking done daily and disposed of in bins provided. 5) Litter bins emptied twice weekly.	Ensure PPE is in good stock	Clerk	L
General Safety	Staff / Members of the Public	L	H	1) Areas inspected annually by RoSPA qualified independent inspector. 2) Safety notices displayed on gates. 3) Equipment age appropriate	Respond to RoSPA Annual Inspections	Clerk / Facilities Manager	L

Security Issues	Staff / Members of the Public	L	M	1) Gates locked every night to prevent access by unauthorised persons.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
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Name of Assessment: **LAND Mountfield Park**

Date of Assessment / Review: 11th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Grassed area and access waythrough park maintained in good condition	Updated signage detailing contact details to be installed	Clerk / Facilities Manager	L
Moving Vehicles	Members of the Public	L	H	1) Care exercised when driving vehicle through park. 2) Caution taken when leaving park as visibility is limited by hedge. 3) Vehicle gateway is narrow so care must be taken when passing through	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Lighting Issues	Staff / Members of the Public	L	H	1) Light available along part of the path at main entrance (although rest is dark as bordered bytrees). 2) Park closed at dusk therefore poor lighting will not affect members of the public unless trespassing. 3) Members of staff locking the parks carry torches	To be reviewed if Parish Council decides to open the park for longer into the evening, passing dusk	Clerk	L
Biological Hazards	Staff / Members of the Public	L	H	1) Dog owners expected to control their animals in accordance with requirements of Dog Control legislation. 2) Dog faeces must be picked up by owner (under public spaces protection order). 3) Litter picking done weekly and disposed of in bins provided. 4) Litter bins emptied twice weekly.	Ensure PPE is in good stock	Clerk	L
Dog Attacks	Staff / Members of the Public	L	H	1) Dog owners expected to control their animals in line with prevailing legislation	Escalation to dog warden / police where necessary	Clerk	L

Security Issues	Staff / Members of the Public	L	M	1) No vehicular access possible. 2) Area overlooked by properties. 3) Low risk area with little to vandalise. 4) Gates locked at night to prevent unauthorised access. 5) Staff locking up to wear bodycamera 6) Staff locking up to use a torch after dark.	Signage detailing correct contact details to be installed	Clerk / Facilities Manager	L
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Name of Assessment: **LAND Parish Council owned Land at Burial Ground**

Date of Assessment / Review: 11th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Surface is generally well maintained. 2) Grounds staff inspect surface quarterly and report any pot holes or trip hazards for repair. 3) Area inspected during severe weather. 4) Parish Council employees and members of the public have a duty of care to themselves in assessing whether they actually need to access the site in bad weather conditions.	Consider Updated signage detailing contact details	Clerk / Facilities Manager	L
Moving Vehicles	Members of the Public	L	H	1) Drivers are expected to exercise care when driving through. 2) Grounds staff exercise care when driving tractor or other machinery though the area.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Security Issues	Staff / Members of the Public	L	M	1) Gates locked at all times when area not needed for access of funeral vehicles. 2) Grounds staff make quarterly inspections of the area and report any issues identified.	Consider Updated signage detailing contact details	Clerk / Facilities Manager	L

Name of Assessment: **LAND Recreation Ground**

Date of Assessment / Review: 11th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Areas maintained in good condition. 2) Area visually inspected daily	Updated signage with contact details (to include WTW) to be considered	Clerk	L
Moving Machinery	Members of the Public	L	H	1) Grass cutting and hedge trimming carried out when members of the public are not at risk	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Hazardous Substances (weedkiller)	Staff / Members of the Public	L	H	1) Spraying of weedkiller carried out in the early morning before area frequented by members of the public. 2) Weed killer used very dilute and is not hazardous once it has dried. 3) Main field sprayed by contractor	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Biological Hazards	Staff / Members of the Public	L	H	1) Dog owners expected to control their animals in accordance with requirements of Dog Control legislation. 2) Dog faeces must be picked up by owner (under public spaces protection order). 3) Litter picking done weekly and disposed of in bins provided. 4) Litter bins emptied twice weekly.	Ensure PPE is in good stock	Clerk	L
Dog Attacks	Staff / Members of the Public	L	H	1) Dog owners expected to control their animals in line with prevailing legislation	Escalation to dog warden / police where necessary	Clerk	L
Security Issues	Staff / Members of the Public	L	M	1) Gates locked at night to prevent unauthorised access. 2) Staff locking up to wear body camera 3) Staff locking up to use a torch after dark.	Updated signage with contact details (to include WTW) to be considered	Clerk / Facilities Manager	L

Hirer Activities	Hirers / Members of the Public	L	M	1) Football goal posts positioned up/down field (not side to side) so as avoid goals entering neighbouring properties. 2) Football spectators stand at side of pitch, not behind goals. 3) Members of the public aware that a football game is in progress (due to coloured football strip being worn) so can avoid immediate area of play.	Ad hoc spot checks to ensure compliance	Clerk / Facilities Manager	L
Manual Handling of Goal Posts	Hirers / Members of the Public	L	M	Sports Teams to be aware of their responsibilities to ensure this is carried out safely	Ensure Goal Posts are left in an accessible place	Facilities Manager	L

Name of Assessment: **LAND Skateboard Park**

Date of Assessment / Review: 11th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slip, Trips and Falls	Staff / Members of the Public	M	H	1) Surface even and unobstructed 2) Guard rails at top of ramp. 3) Area inspected daily and any damage reported.	Updated signage with contact details (to include WTW) to be considered	Clerk	L
Collapse of Equipment	Members of the Public	L	H	1) Ramps and Platforms are solid and are of metal construction. 2) Equipment checked weekly and action taken to address any necessary maintenance and repairs	Ad hoc spot checks to ensure compliance - ensure defects are recorded	Clerk / Facilities Manager	L
Security Issues	Staff / Members of the Public	L	M	1) ParkFloodlit at night when tennis / netball courts are in use. 2) Area bounded by chain link and wooden fencing 3) CCTV cameras cover area. 4) Whole site locked at night.	Updated signage with contact details (to include WTW) to be considered	Clerk / Facilities Manager	L

Name of Assessment: **BUILDINGS HAHA Community Hut (on behalf of HAHA)**

Date of Assessment / Review: 16th February 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Members / Visitors	M	M	1) Floors kept clear of obstructions 2) Trip hazards to be removed immediately. 3) Spills to be cleared up promptly. 4) Visual check to be done on entry to building	HAHA to do regular visual inspections	HAHA	L
Electrical Hazards	Members / Visitors	L	H	1) Electrical Installation Condition Report conducted every five years. 2) Portable appliance tests every year. No equipment to be brought into building unless it is PAT Tested or under a year old. 3) Sockets must not be overloaded. 4) Approved contractor used for all electrical works. 5) Items that appear damaged taken out of commission. 6) Any new installations correctly commissioned and certified.	Any problems with supply from allotment block to be reported to Parish Council. HAHA committee members to do a visual check of all equipment once a month.	HAHA	L
Dropped / Falling Items (Storage)	Members / Visitors	L	M	1) Items only to be stored sensibly in areas allocated for storage. 2) No items to be stored at higher level (eg: on top of cupboards)	HAHA to do regular visual inspections	HAHA	L
Hygiene Issues	Members / Visitors	M	M	1) No food waste to be kept in the building 2) Any food in the building must be stored securely. 3) Any spills cleaned up immediately 4) Building to be cleaned on a regular basis 4) Regular checks for vermin.	HAHA to do regular visual inspections	HAHA	L

Hazardous Substances	Members / Visitors / Local Residents	L	H	1) All hazardous substances to be kept in secondary shed. 2) Limited number of substances held on the premises. Arrangements made for disposal when substances are not going to be used. 3) Hazardous substances to be kept locked away when not in use. 4) Only authorised persons with access to hazardous substances. 5) COSHH assessments carried out for all substances and material data sheets held.	COSHH File to be created	HAHA	L
Fire	Members / Visitors / Local Residents	L	H	1) No smoking to be permitted in or around the community hut. 2) No naked flames of any type in or around the community hut. 3) Fire extinguishers / blankets provided. 4) All electrical/hazardous substances rules to be complied with	Arrangements to be made for annual inspection fo fire extinguishers. Signage to be installed (no smoking / naked flames)	HAHA	L
Legionella	Members / Visitors	L	H	1) Any items containing water (eg kettles) should be emptied of standing water and descaled when necessary	HAHA to do regular visual inspections	HAHA	L
Equality Issues	Members / Visitors	L	H	1) Ramp on request for access to building 2) Room set out in a way that a wheelchair can be manouvered. 3) Assistance dogs permitted	HAHA to do regular visual inspections on room. Ensure wheelchair users know who to contact for ramp access	HAHA	L
Site Security	Members / Visitors	L	H	1) Premises and whole site secured when unoccupied. 2) CCTV deterrent system installed 3) Only authorised persons have access to community hut	Members / Visitors to be aware of who to contact for access, or with any concerns about the building	HAHA	L
Manual Handling	Members	M	M	1) Only authorised persons permitted in areas where manual handling is likely to occur. 2) Lifting aids to be made available (Eg: Sack barrow). 3) Those moving objects should be aware of asking for help (eg; 2 man lift)	Signage to be installed about lifting heavy items	HAHA	L



Name of Assessment: **BUILDINGS Community Centre**

Date of Assessment / Review: 12th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Members of the Public / Hirers / Staff / Contractors	M	M	1) Floors kept clear of obstructions 2) Caretakers to remove any trip hazards they find during their rounds. 3) Spills to be cleared up promptly and appropriate signage used.	Facilities Manager to do spot checks	Clerk and Facilities Manager	L
Electrical Hazards	Members of the Public / Hirers / Staff / Contractors	L	H	1) Electrical Installation Condition Report conducted every five years. 2) Portable appliance tests every year. Regular users are invited to bring in items used for their activities. 3) T&Cs of hire say items brought in by hirers must be PAT tested - items spot checked by caretakers. 4) Sockets must not be overloaded. 5) Approved contractor used for all electrical works. 6) All RCDs to be clearly labelled. 7) Distributor board cabinet to be securely locked when not in use. 8) Items that appear damaged taken out of commission	Caretakers to continue to check electrical items	Caretakers	L
Dropped / Falling Items (Storage)	Members of the Public / Hirers / Staff / Contractors	L	M	1) Items only to be stored in correct storage areas. 2) Items to be stored sensibly in storage areas. 3) No items to be stored on top of cupboards	Caretakers to review items stored as part of their visual inspections	Caretakers	L
Fall From Height - Stage	Members of the Public / Hirers / Staff / Contractors	L	M	1) Care taken when using stage. 2) Sectional stage to ensure the stage is the right size for hirers. 3) Height of stage has been reduced considerably	Caretakers to work with hirers to ensure it is the correct size for their event	Caretakers	L

Fall From Height - Ladders	Members of the Public / Hirers / Staff / Contractors	L	H	1) Ladders should only be used by authorised, trained personnel. 2) Ladders inspected six monthly for safety, and visually inspected before each use. 3) Work on ladders should not be undertaken when hirers are in the same room. 4) Ladders not to be left unattended	Ladder visual inspection log to be created	Facilities Manager	L
Hygiene Issues	Members of the Public / Hirers / Staff / Contractors	M	M	1) Caretakers clean kitchen and toilets daily, and are contactable in case of any unexpected contamination. 2) Any user that hires the kitchenette is contractually obliged to wash up after their event. 3) White roll used for general cleaning, blue roll for kitchen use. 4) Kitchen hygiene poster displayed. 5) Waste disposed of in outside bins. 6) Regular checks for vermin.	Facilities Manager to do spot checks	Facilities Manager	L
Hazardous Substances	Members of the Public / Hirers / Staff / Contractors	L	H	1) Limited amount of substance used. 2) Limited number of substances held on the premises. Arrangements made for disposal when substances are not going to be used. 3) Hazardous substances to be kept locked away when not in use. 4) Only authorised persons with access to hazardous substances. 5) COSHH assessments carried out for all substances and material data sheets held.	COSHH File to be reviewed	Facilities Manager / Clerk	L
Legionella	Members of the Public / Hirers / Staff / Contractors	L	H	1) Air conditioning unit serviced annually by professional contractor. 2) New pipework therefore no dead legs. 3) Building regularly checked for areas of standing water.	Checklist to be created for caretakers in relation to cleaning, descaling, flushing through and water temperature checks	Facilities Manager / Clerk	L

Equality Issues	Members of the Public / Hirers / Staff / Contractors - all with protected characteristics	L	H	1) Access to all areas on one level, therefore no stairs. 2) Ramp and powered door at main entrance. 3) Doors and corridors wide enough for wheelchair access. 4) Disabled toilets provided with alarm pull chords. 5) Loop system in main rooms. 6) Mobility scooters must be left in lobby. 7) Wheelchairs provided for use by scooter users if they require them. 8) Assistance dogs permitted	Dementia friendly signage and braille signage to considered	Clerk / Council	L
Site Security	Members of the Public / Hirers / Staff / Contractors	L	H	1) Premises and whole site secured when unoccupied. 2) CCTV installed inside and out. Can be accessed by Clerk and Facilities Manager remotely 3) Alarm on building which calls through a control centre to a local cascade system.	Repair works required to 6 cameras as a result of refurbishment works.	Clerk	L
Manual Handling	Members of the Public / Hirers / Staff / Contractors	M	M	1) Caretakers trained in manual handling. 2) Caretakers set up rooms and therefore move tables and chairs. 3) Hirers not to attempt to adjust staging	Hirers who hire stage to be requested to advise how they would like the stage set up. Hires to be advised not to attempt to adjust stage	Caretakers/ Bookings Officer	L

Name of Assessment: **BUILDINGS Community Centre Car Park**

Date of Assessment / Review: 12th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Members of the Public / Hirers / Staff / Contractors	M	M	1) Surface visually inspected daily. Pot holes reported for repair. 2) Car park well lit with any light failures escalated for repair. 3) Obstacles/litter cleaned up. 4) Leaf litter cleared. 5) Walkways gritted in icy weather. 6) Warning signs put out when icy	Facilities Manager to do spot checks	Clerk and Facilities Manager	L
Vehicle / Pedestrian Collision	Members of the Public / Hirers / Staff / Contractors	L	H	1) One way system in operation. 2) Speed humps on access / egress. 3) Speed limit 5mph & signed as such. 4) Pedestrian walkways marked along side of access and egress routes. 5) Barriers erected near speed humps to prevent vehicles entering pedestrian walkways. 6) Grounds staff to exercise care when driving tractor through car park.	Facilities Manager to do spot checks	Clerk and Facilities Manager	L
Vehicle / Vehicle Collision	Members of the Public / Hirers / Staff / Contractors	L	M	1) One way system in operation. 2) Speed humps on access / egress. 3) Speed limit 5mph and signed as such. 4) Grounds staff to exercise care when driving tractor through car park.	Facilities Manager to do spot checks	Clerk and Facilities Manager	L
Security Issues	Members of the Public / Hirers / Staff / Contractors	L	H	1) CCTV cameras cover area and are signed as such. 2) Gates locked by duty caretaker when leaving at night.		Clerk	L
Antisocial Behaviour	Members of the Public / Hirers / Staff / Contractors	L	M	1) Police to be informed of antisocial behaviour. 2) Incidents to be logged so repeat behaviour can be identified and CCTV reviewed.		Clerk	L

Name of Assessment: **BUILDINGS Community Fridge**

Date of Assessment / Review: 12th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Members of the Public / Staff	M	M	1) Floors kept clear of obstructions 2) Caretakers to remove any trip hazards they find during their rounds. 3) Spills to be cleared up promptly and appropriate signage used. 4) Wires to fridge and freezer kept away from footfall	Facilities Manager to do spot checks	Clerk and Facilities Manager	L
Electric Shock from Fridge or Freezer	Members of the Public / Staff	L	H	1) Fridge is located indoors 2) All electrical and electronic equipment used will be subjected to a PAT test and a visual check during set-up, to ensure that there are no loose wires, cracked casings etc. Faulty equipment will not be used. 3) Sockets must not be over-loaded (2 sockets next to equipment)	Signage to be put in place for users of kitchenette in relation to personal hygiene	Clerk and Facilities Manager	L
Pests	Members of the Public / Staff /	L	M	1) No food left out which would encourage pests. 2) Visual check each day for evidence of pests. 3) No known history of vermin.	Facilities Manager to do spot checks	Clerk and Facilities Manager	L
Food Poisoning	Members of the Public	L	M	1) Daily cleaning schedule, temperature check, documentation in a logbook 2) Separate shelf spaces for different food categories 3) Caretakers have cleaning equipment to clean food packaging before it is put into the fridge, if necessary 4) All staff and volunteers with access to the fridge have a food hygiene certificate	Facilities Manager to do spot checks	Clerk and Facilities Manager	L

Allergies	Members of the Public	L	M	1) Only food accepted where allergy information is known eg: by packaging or report from supermarket. 2) Signs in place for members of the public to contact the Clerk with any queries 3) Caretakers check food during the day to ensure nothing unauthorised has been placed in the fridge	Facilities Manager to do spot checks	Clerk and Facilities Manager	L
Malicious Contamination	Members of the Public	L	H	1) Fridge located in a public location that has regular footfall 2) Closure at night	Caretakers to do spot checks on fridge	Clerk and Facilities Manager	L
Food Misuse	Members of the Public / Hellesdon Parish Council	L	M	1) Fridge located in a public location that has regular footfall 2) Note on Fridge which specifies to take only what you need	Clerk to respond to any complaints of misuse	Clerk	L

Name of Assessment: **Community Centre Kitchenette**

Date of Assessment / Review: 12th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Members of the Public / Hirers / Staff / Contractors	M	M	1) Floors kept clear of obstructions 2) Caretakers to remove any trip hazards they find during their rounds. 3) Spills to be cleared up promptly and appropriate signage used.	Facilities Manager to do spot checks	Clerk and Facilities Manager	L
Kitchenette Hygiene	Members of the Public / Hirers / Staff / Contractors	L	M	1) All surfaces and floors are cleaned daily. 2) Sinks are scoured daily. 3) The dishwasher filter is cleaned after use. 4) The refrigerator is cleaned weekly. 5) The oven is cleaned after use 6) A full clean is carried out weekly.	Signage to be put in place for users of kitchenette in relation to personal hygiene	Clerk and Facilities Manager	L
Pests	Members of the Public / Hirers / Staff / Contractors	L	M	1) No food left out which would encourage pests. 2) Visual check each day for evidence of pests. 3) No known history of vermin.	Facilities Manager to do spot checks	Clerk and Facilities Manager	L
Waste Management	BUILDINGS Members of the Public / Hirers / Staff / Contractors	L	M	1) When the bin in the kitchen is full, replace promptly and take the waste to the wheelie bin in the car park. 2) Wheelie bins are located away from the building so as to reduce the spreading of fire if the bins were to be ignited. 3) Hirers are contractually obliged to clear up after themselves. Addition clearing is done by the caretakers as necessary. 4) Recycling bin emptied weekly.	Facilities Manager to do spot checks	Clerk and Facilities Manager	L

Burns / Scalds	Members of the Public / Hirers / Staff / Contractors	L	H	1) No children should be permitted in the kitchenette. 2) Oven and kettles should only be used by competent adults. 3) Flasks should be filled by caretakers. 4) Caretakers to check kitchenette after use to ensure all appliances have been switched off	Caretakers kitchenette checklist to be put in place	Clerk and Facilities Manager	L
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Name of Assessment: **BUILDINGS Diamond Jubilee Lodge**

Date of Assessment / Review: 12th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Members of the Public / Hirers / Staff / Contractors	M	M	1) Floors kept clear of obstructions 2) Caretakers to remove any trip hazards they find during their rounds. Staff to remove or report any obstructions or hazards 3) Spills to reported and be cleared up promptly and appropriate signage used.	Staff to continue to monitor	Office Staff / Caretakers	L
Electrical Hazards	Members of the Public / Hirers / Staff / Contractors	L	H	1) Electrical Installation Condition Report conducted every five years. 2) Portable appliance tests every year. Regular users are invited to bring in items used for their activities. 3) T&Cs of hire say items brought in by hirers must be PAT tested - items spot checked by caretakers. 4) Sockets must not be overloaded. 5) Approved contractor used for all electrical works. 6) All RCDs to be clearly labelled. 7) Distributor board cabinet to be securely locked when not in use. 8) Items that appear damaged taken out of commission	Caretakers to continue to check electrical items	Caretakers	L

Fire Hazards	Members of the Public / Hirers / Staff / Contractors / Councillors	L	H	1) Fire alarms are in the building and tested regularly(one call point each week). 2) Fire extinguishers available and are tested annually, or sooner if a concern is raised, or if used. 3) Emergency lighting tested once a month. 4) Fire exits not obstructed. 5) All staff to know where fire evacuation point is. 6) All persons in the building to sign in, so that any persons missing in the event of a fire can be reported to the emergency services.	Clerk to ensure all persons are signing in	Clerk	L
Injury from use of Display Screens	Staff	M	M	1) Workstation assessment to be carried out. 2) Screens to be checked by individual users for flickering and reported where necessary. 3) Employer to pay for eye tests should the employee request. 4) Employees should look away from the screen every 20 minutes	Employees should use 20-20-20 rule (For every 20 minutes a person looks at a screen, they should look at something 20 feet away for 20 seconds)	Staff	L
General Health, Safety and Welfare	Members of the Public / Hirers / Staff / Contractors	M	M	1) First aid kit and accident book provided. 2) Lighting in the building adequate. 3) Vertical blinds in rooms to block out sun light. 4) All rooms temperature controlled and air conditioning available. 5) Kitchen and toilet facilities provided, both of which are cleaned daily. 6) Sanitary bins provided which are emptied by an approved contractor.	Caretakers to check First Aid Kit on a Monthly Basis.	Caretakers	L
Ozone from Photocopier	Members of Staff	L	M	1) Photocopier not located close to any staff. 2) Copier is in 'sleep' mode when not in use. 3) Long copying runs are rarely necessary. 4) Windows / doors can be opened to increase ventilation where necessary.	Clerk to encourage more 'paperless' working amongst staff and councillors	Clerk	L

Fumes from Laminator	Members of Staff	L	L	1) Laminator used in accordance with manufacturer's instructions. 2) Windows / doors can be opened to increase ventilation.	Clerk to ensure laminator is being used correctly	Clerk	L
Hazardous Substances	Members of the Public / Hirers / Staff / Contractors	L	H	1) Limited amount of substance used. 2) Limited number of substances held on the premises. Arrangements made for disposal when substances are not going to be used. 3) Hazardous substances to be kept locked away when not in use. 4) Only authorised persons with access to hazardous substances. 5) COSHH assessments carried out for all substances and material data sheets held.	COSHH File to be reviewed	Facilities Manager / Clerk	L
Legionella	Members of the Public / Hirers / Staff / Contractors	L	H	1) Air conditioning unit serviced annually by professional contractor. 2) New pipework therefore no dead legs. 3) Building regularly checked for areas of standing water.	Checklist to be created for caretakers in relation to cleaning, descaling, flushing through and water temperature checks	Facilities Manager / Clerk	L
Equality Issues	Members of the Public / Hirers / Staff / Contractors - all with protected characteristics	L	H	1) Access to all areas on one level, therefore no stairs. 2) Automatic door at main entrance. 3) Doors and corridors wide enough for wheelchair access. 4) Disabled toilets provided with alarm pull chords. 5) Loop system in main rooms. 6) Mobility scooters must be left in lobby. 7) Wheelchairs provided for use by scooter users if they require them. 8) Assistance dogs permitted	Dementia friendly signage and braille signage to be considered	Clerk / Council	L
Site Security	Members of the Public / Hirers / Staff / Contractors	L	H	1) Premises and whole site secured when unoccupied. 2) CCTV installed inside and out. Can be accessed by Clerk and Facilities Manager remotely 3) Alarm on building which calls through a control centre to a local cascade system.	Repair works required to 6 cameras as a result of refurbishment works.	Clerk	L

Manual Handling	Members of the Public / Hirers / Staff / Contractors	M	M	1) Caretakers trained in manual handling. 2) Caretakers set up rooms and therefore move tables and chairs.	Clerk to ensure only trained staff move heavy/awkward objects in the building	Clerk	L
Lone Working in Office	Staff	M	M	1) Front door is locked if anyone is in the premises alone. Any visitors have to ring the bell for admission. 2) 'Exit only' functionality available on front door. 3) Door to meeting room and lobby to be kept locked. 4) Caretaker can be summoned during if necessary. 5) Personal alarm available for staff.	Checking of personal alarm to form part of all other alarm checks	Clerk	L
Meeting Offsite with Parishioners	Staff	L	H	1) Meeting in the homes of parishioners should be avoided. 2) Meet in a public place. 3) Advise other office staff of location and approximate duration of meeting	Duress Codes to be implemented	Clerk	L
Violence and Aggression	Staff	L	H	1) Toughened glass screen between foyer and office. 2) Visitors can attend without needing to enter office. 3) Security access panels on doors leading to rear lobby, and from foyer to office corridor, which are operated by key fobs held only by authorised persons. 4) Personal alarm available in the office. 5) Caretaker on call should help be needed.	Microphone system to be investigated for reception area to reduce instances of safety window being removed. Duress codes to be implemented.	Clerk	L
General Security	Staff	L	H	1) CCTV camera in foyer. 2) Electronically operated shutters on all windows and doors. 3) Rear door can only be opened from the inside. 4) Gate to front of building locked overnight. 5) Curtilage to rear of building fenced off and access gate kept locked.	Check front gate is locked overnight	Clerk / Facilities Manager	L

Name of Assessment: **BUILDINGS Council Chamber**

Date of Assessment / Review: 12th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Members of the Public / Hirers / Staff / Contractors / Councillors	M	M	1) Floors kept clear of obstructions 2) Caretakers to remove any trip hazards they find during their rounds. Staff to remove or report any obstructions or hazards 3) Spills to reported and be cleared up promptly and appropriate signage used. 4) Tables and chairs to be set up in a manner that does not cause an obstruction.	Staff to continue to monitor	Office Staff / Caretakers	L
Electrical Hazards	Members of the Public / Hirers / Staff / Contractors / Councillors	L	H	1) Electrical Installation Condition Report conducted every five years. 2) Portable appliance tests every year. Regular users are invited to bring in items used for their activities. 3) T&Cs of hire say items brought in by hirers must be PAT tested - items spot checked by caretakers. 4) Sockets must not be overloaded. 5) Approved contractor used for all electrical works. 6) All RCDs to be clearly labelled. 7) Distributor board cabinet to be securely locked when not in use. 8) Items that appear damaged taken out of commission	Caretakers to continue to check electrical items	Caretakers	L

Fire Hazards	Members of the Public / Hirers / Staff / Contractors / Councillors	L	H	<p>1) Fire alarms are in the building and tested regularly(one call point each week). 2) Fire extinguishers available and are tested annually, or sooner if a concern is raised, or if used. 3) Emergency lighting tested once a month. 4) Users of the chambers are to be advised where the fire exits are and they should not be obstructed. 5) The person responsible for meetings in the chamber is to be aware where the fire evacuation point is. 6) If meetings are held in the chambers, then the person responsible for the meeting is to be aware of who is in attendance, so that any persons missing in the event of a fire can be reported to the emergency services.7) Meetings are to be assessment for maximum capacity. This should be judged in terms of layout.</p>	Clerk to ensure sign in sheet is available	Clerk	L
General Health, Safety and Welfare	Members of the Public / Hirers / Staff / Contractors / Councillors	M	M	<p>1) First aid kit and accident book onsite. 2) Lighting in the building adequate. 3) Vertical blinds in rooms to block out sun light. 4) All rooms temperature controlled and air conditioning available. 5) Kitchen and toilet facilities provided, both of which are cleaned daily. 6) Sanitary bins provided which are emptied by an approved contractor.</p>	Caretakers to check First Aid Kit on a Monthly Basis.	Caretakers	L

Equality Issues	Members of the Public / Hirers / Staff / Contractors - all with protected characteristics	L	H	1) Access to all areas on one level, therefore no stairs. 2) Automatic door at main entrance. 3) Doors and corridors wide enough for wheelchair access. 4) Disabled toilets provided with alarm pull chords. 5) Loop system in main rooms. 6) Mobility scooters must be left in lobby. 7) Wheelchairs provided for use by scooter users if they require them. 8) Assistance dogs permitted 9) Improved disability access provided in 2023	Dementia friendly signage and braille signage to considered. Grant applications being submitted for secondary improvement disability access toilets	Clerk / Council	L
Safeguarding	Children and vulnerable adults	L	H	1) Group leaders of groups involving children and vulnerable adults should ensure the appropriate DBS checks are in place. 2) Group leaders of groups involving children and vulnerable adults should have appropriate risk assessed their meeting to ensure that vulnerable persons are not at risk.	Group leaders should be able to provide their risk assessments	Clerk	L

Name of Assessment: **BUILDINGS Workshop and Store**

Date of Assessment / Review: 12th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Grounds staff	M	M	1) Good housekeeping. 2) Spills mopped up promptly. 3) Non-slip concrete flooring. 4) Floors kept clear of obstructions	Staff to continue to monitor	Facilities Manager	L
Electrical Hazards	Grounds staff	L	H	1) Electrical Installation Condition Report conducted every five years. 2) Portable appliance tests every year. 3) Sockets must not be overloaded. 4) Approved contractor used for all electrical works. 5) All RCDs to be clearly labelled.6) Distributor board cabinet to be securely locked when not in use. 7) Items that appear damaged taken out of commission 8) power tools and low voltage and used by competent staff 9) Equipment checked prior to use	Caretakers to continue to check electrical items	Caretakers	L
Fire Hazards	Grounds staff	L	H	1) Fire alarms are in the building and tested regularly(one call point each week). 2) Fire extinguishers available and are tested annually, or sooner if a concern is raised, or if used. 3) Emergency lighting tested once a month. 4) Fire exits not obstructed. 5) Staff aware of where fire evacuation points are.	Clerk to ensure sign in sheet is available	Clerk	L
Explosion	Grounds staff	L	H	1) No smoking in the workshop / store 2) Machines filled up outside where well ventilated. 3) Fertiliser stored for a maximum of three months.	Ensure staff are aware of rules	Clerk / Facilities Manager	L



Hazardous Substances	Grounds staff	L	H	1) Limited amount of substance used at any time. 2) Limited number of substances held on the premises. Arrangements made for disposal when substances are not going to be used. 3) Hazardous substances to be kept locked away when not in use.4) Only authorised persons with access to hazardous substances.5) COSHH assessments carried out for all substances and material data sheets held.	COSHH File to be reviewed	Facilities Manager / Clerk	L
General Health, Safety and Welfare	Grounds staff	M	M	1) First aid kit and accident book provided. 2) Lighting in the building adequate. 2) Kitchen, toilet and shower facilities provided, both of which are cleaned daily.	Caretakers to check First Aid Kit on a Monthly Basis.	Caretakers	L
Manual Handling	Grounds staff	L	H	1) Grounds staff trained in good handling techniques. 2) Mechanical handling aids and / or sack barrows used wherever possible.	Clerk to ensure all manual handling training is up to date	Clerk	L

Name of Assessment: **MACHINERY Pressure Washer**

Date of Assessment / Review: 8th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Water Under Pressure	Staff Members of the Public	L	H	1) Machine used by authorised persons only. 2) No horseplay when using machine. 3) Machine not operated when members of the public are within 10m of area being worked on.	Facilities Manager to do spot checks on working practices with machinery.	Facilities Manager	L
Particles Ejected from Machinery	Staff / Members of the public	L	H	1) Appropriate PPE and suitable clothing provided and worn. 2) Machine not operated when members of the public are within 10m of area being worked on.	Facilities Manager to do spot checks on working practices with machinery. Clerk to ensure adequate PPE is provided	Facilities Manager / Clerk	L
Chemical Substances	Staff	L	H	1) COSHH assessments carried out for substances used. 2) COSHH assessments reviewed annually or on purchase of a new chemical. 3) Appropriate PPE provided and used.	Clerk to ensure staff have adequate PPE. Staff to ensure loss or damage is reported to Clerk	Clerk	L
Poor Manual Handling	Staff	M	H	1) Grounds staff experienced and competent in use of good handling techniques. 2) Machine transported between sites in van or tractor.	Facilities Manager to do spot checks on working practices with machinery. Clerk to ensure training records are up to date.	Facilities Manager / Clerk	L
General Machine Failure	Staff / Members of the public	L	H	1) Equipment visually checked before use. 2) Equipment inspected and serviced in line with manufacturer's recommendations and worn/faulty parts replaced as necessary. 3) Equipment maintained in good condition.	Facilities Manager to do spot checks on working practices with machinery.	Facilities Manager	L

Name of Assessment: **EQUIPMENT 80kg Roller and Sarrol Roller**

Date of Assessment / Review: 17th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Injury from Poor Manual Handling	Staff	M	H	1) Grounds staff experienced and competent in good manual handling techniques. 2) Rollers moved between sites in van or on tractor. 3) Breaks taken when using roller (recommended short break after each up/down of the bowling green).	Manual handling training is up to date	Clerk	L
Crushing of Foot	Staff	L	H	1) Protective footwear provided and worn. 2) Rollers to be used by authorised persons only.	Facilities Manager to do spot checks	Facilities Manager	L
Impact with Rollers	Members of the Public	L	M	1) Rollers not used in areas where members of the public would be at risk.	Facilities Manager to do spot checks	Facilities Manager	L
General Equipment Failure	Members of the Public / Hirers / Staff / Contractors	L	H	1) Equipment visually checked before use. 2) Equipment inspected and serviced in line with manufacturer's recommendations and worn/faulty parts replaced as necessary.	Facilities Manager to do spot checks	Facilities Manager	L

Name of Assessment: **EQUIPMENT Chemical Spray Units**

Date of Assessment / Review: 17th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Injury from Poor Manual Handling	Staff	M	H	1) Grounds staff experienced and competent in use of good handling techniques. 2) Tank carried as a backpack. 3) Help given with filling and putting in tank assembly if necessary	Manual handling training is up to date. Check to see if there are alternative options to a backpack for reduced back strain	Clerk / Facilities Manager	L
Contact with Chemicals / Hazardous Substances	Staff	L	H	1) Equipment used by authorised personnel only. 2) Grounds staff trained in safe use of chemicals. 3) COSHH assessments carried out for substances used. 4) Grounds staff do not eat, drink or smoke when using equipment. 5) Appropriate PPE provided and used. 6) Work carried out in an area where members of the public are not at risk. 7) Weather conditions checked to ensure not too windy to use chemicals	Facilities Manager to do spot checks	Facilities Manager	L
Slips, Trips and Falls whilst working on uneven ground	Staff	L	M	1) Spiked boots worn when working on sloped areas. 2) Work not carried out when ground is slippery.	Facilities Manager to do spot checks	Facilities Manager	L
Pressure Build up in Tank	Staff	L	H	1) Pressure in tank monitored during use of equipment. 2) Equipment checked before use and any faulty/ worn parts replaced as necessary.	Facilities Manager to do spot checks of equipment	Facilities Manager	L
Fire or Explosions	Staff	L	H	1) Tank refilled in well ventilated area where members of the public are not present. 2) No smoking allowed. 3) Chemicals stored in a locked workshop until required for use	Facilities Manager to do spot checks	Facilities Manager	L

Name of Assessment: **EQUIPMENT Fertiliser Broadcaster (Carried)**

Date of Assessment / Review: 17th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Injury from Poor Manual Handling	Staff	M	H	1) Grounds Staff Experienced and competent in use of good handling techniques. 2) Container never loaded above maximum safe working load. 3) Help given with filling and putting on container where necessary	Clerk to check training up to date	Clerk	L
Contact with Chemicals / Hazardous Substances	Staff	L	H	1) Equipment used by authorised personnel only. 2) Appropriate PPE provided and used. 3) COSHH assessments carried out for substances used. 4) Grounds staff do not eat, drink or smoke when using equipment. 5) Hands washed before eating or drinking. 6) Equipment cleaned after each use.	Facilities Manager to do spot checks	Facilities Manager	L
Inhalation of Dust	Staff	L	M	1) Equipment is never used without the container cover firmly in place. 2) Face mask worn at all times when equipment is in use. 3) Equipment not used in conditions above a light breeze (max7mph). Hand held anemometer provided. 4) Work carried out in areas where members of the public are not at risk. 5) Equipment only used for treating the bowling green, once or twice a year, for an hour each time	Stock of dust masks to be monitored	Facilities Manager	L

Equipment Failure	Staff	L	H	1) Equipment visually checked before use. 2) Equipment inspected and serviced in line with manufacturer's recommendations and worn/faulty parts replaced as necessary.3) Equipment maintained in good condition.	Facilities Manager to do spot checks of equipment	Facilities Manager	L
Fire or Explosions	Staff	L	H	1) No smoking allowed in workshop / store. 2) Pesticides not held in bulk quantities, and are stored in locked workshop until required for use	Facilities Manager to do spot checks	Facilities Manager	L

Name of Assessment: **EQUIPMENT Fertiliser Broadcaster (Wheeled and Drawn)**

Date of Assessment / Review: 27th February 2023

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Injury from Poor Manual Handling	Staff	M	H	1) Grounds staff experienced and competent in good handling techniques 2) Equipment never loaded above maximum safe working load.	Manual handling training is up to date	Clerk	L
Contact with Chemicals / Hazardous Substances	Staff	L	H	1) Equipment used by authorised personnel only. 2) Appropriate PPE provided and used. 3) COSHH assessments carried out for substances used. 4) Grounds staff do not eat, drink or smoke when using equipment. 5) Hands washed before eating or drinking. 6) Equipment cleaned after each use.	Facilities Manager to do spot checks	Facilities Manager	L
Inhalation of Dust	Staff	L	M	1) Equipment not used in conditions above a light breeze (max7mph). Handheld anemometer provided. 2) Work not carried out where members of the public will be at risk	Stock of dust masks to be monitored	Facilities Manager	L
Equipment Failure	Staff	L	H	1) Equipment visually checked before use. 2) Equipment inspected and serviced in line with manufacturer's recommendations and worn/faulty parts replaced as necessary.3) Equipment maintained in good condition.	Facilities Manager to do spot checks of equipment	Facilities Manager	L
Fire or Explosions	Staff	L	H	1) No smoking allowed in workshop / store. 2) Pesticides not held in bulk quantities, and are stored in locked workshop until required for use	Facilities Manager to do spot checks	Facilities Manager	L

Name of Assessment: **EQUIPMENT HENCHMAN TRESTLE**

Date of Assessment / Review: 17th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Injury from Poor Manual Handling	Staff	M	H	1) Grounds staff experienced and competent in good manual handling techniques. 2) Equipment moved between sites using van or tractor.	Manual handling training is up to date	Clerk	L
Working from Height	Staff	L	H	1) Grounds staff experienced and competent in use of equipment. 2) Equipment used by authorised personnel only. 3) Ladder provided for accessing trestle when at height. 4) Care taken when climbing on and off trestle. 5) Guard rails used and feet pointed outwards whilst on trestle. 6) Trestle not left unattended, so cannot be accessed by unauthorised persons. 7) Trestle legs adjusted individually when working on sloping ground. 8) Work carried out by two persons.	Facilities Manager to do spot checks	Facilities Manager	L
Items Dropped from Trestle	Staff / Members of the Public	L	H	1) Trestle not moved when machinery/ tools are on the platform. 2) Where possible, work not carried out in an area where members of the public are present. 3) Warning signs being displayed where work is being carried out.	Facilities Manager to do spot checks	Facilities Manager	L
Collapse of Platform	Staff / Members of the Public	L	H	1) Platform not overloaded. 2) Platform erected by experienced and competent personnel 3) Platform checked prior to use.	Facilities Manager to do spot checks of equipment	Facilities Manager	L



General Equipment Failure	Staff / Members of the Public	L	H	1) Equipment visually checked before use. 2) Equipment inspected and serviced in line with manufacturer's recommendations and worn/faulty parts replaced as necessary. 3) Equipment maintained in good condition.	Facilities Manager to do spot checks	Facilities Manager	L
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Name of Assessment: **EQUIPMENT SAM Signs**

Date of Assessment / Review: 17th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Third Party Vehicle Strike	Staff	L	H	1) Vehicle Operative should park as close to the SAM2 site as possible, but only in a safe place where the vehicle can be clearly seen. 2) When parked, the council vehicle should have hazard lights operating, and temporary roof light operational. 3) Where possible, vehicle operatives should park so that they can exit from the vehicle to a footpath. Where not possible, door mirrors are to be used to ensure that there is not a vehicle passing when exiting the vehicle. 4) Operatives should wear hi viz when working on the SAM2 signs	Clerk to look into fluorescent striped markings for rear of van	Clerk	L
Manual Handling	Staff	M	H	1) Good manual handling techniques must be adhered to. 2) Signs that are above a footpath must be 2.15m high (to the lowest part of the sign) or 2.4m above a cycle path. Two people are required to change these signs. 3) A small step ladder is to be used to change the signs over a footpath or cycle path. 4) The above also applies to changing the batteries in the SAM2 signs as well as moving the signs.	Manual handling training is up to date	Clerk	L
Slips, trips and falls	Staff	L	H	1) Appropriate Footwear should be worn at all times. 2) Operatives should always stand, or place ladder, on a flat non slippery surface.	Facilities Manager to do spot checks	Facilities Manager	L

Injury to Members of the Public	Members of the Public	L	H	1) SAM2 signs can only be installed at sites as agreed with Norfolk County Council, as evidenced by a Memorandum of Understanding. 2) SAM2 signs must only be installed on approved brackets. 3) SAM2 signs must be padlocked to prevent interference by Members of the Public. 4) SAM2 signs must be installed at a height of 2.15m (to the lowest part of the sign) if over a footpath, or 2.4m if over a cycle path	Facilities Manager to do spot checks to ensure signs are going up on correct sites	Facilities Manager	L
Electrical Hazards	Staff	L	H	1) All non-battery SAMs to be changed in dry weather. 2) Look to change all SAMs to battery operated instead of mains operated. 3) Equipment to be inspected before use. 4) If equipment appears faulty, take out of commission	All signs are now battery operated	Clerk	L

Name of Assessment: **ADMINISTRATION Technology**

Date of Assessment / Review: 13th March 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed and How?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Hacking	Parish Council / Taxpayers / Users of Technology	L	H	1) Website password protected and on secure server. 2) No personal data kept on website server 3) Website has been improved so it is now secure	Continue to monitor for suspicious activity and changes in security guidance	Clerk and Senior Admin Officer	L
Disability Discrimination	Parish Council / Tax Payers / Groups with Protected Characteristics	L	M	1) The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 should be complied with	1) Add accessibility statement to website 2) Continue to review website when additional information is added	Clerk and Senior Admin Officer	L
Unauthorised Access	Parish Council / Tax Payers	L	H	All IT password protected to the individual user. 2) All microsoft accounts password protected to the individual user.	Ensure staff always keep passwords secure, ensure they cannot be guessed, and are changed when prompted	Clerk	L
Loss of Access	Parish Council / Tax Payers	L	H	All Parish Council work kept on a secure server. Osiris can provide access to other persons for remote access if required. Physical backups of RBS kept	Continue to review access levels	Clerk	L
Viruses	Parish Council / Taxpayers / Users of Technology	M	H	1) Software is unable to be updated / installed without permission from Osiris 2) Only authorised computers to be used by staff 3) Only authorised software should be used. 4) Anti virus software provided by Osiris. 5) Helpline available from Osiris for any concerns.	Continue to review and act on instructions from Osiris	Clerk and Senior Admin Officer	L

Name of Assessment: **ADMINISTRATION Finance**

Date of Assessment / Review: 13th March 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed and How?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Theft of Money	Parish Council / Taxpayers / Staff	L	H	1) Limited cash kept on site. 2) Fidelity guarantee insurance in place in event of staff dishonesty. 3) Limited access to cash - kept in locked safe, in locked cabinet, in clerk's room. 4) Records kept by staff and checked by councillors on a regular basis. 5) Financial regulations in place and all payments authorised in accordance. 6) Insurance policy covers cash (in the office and transported). 7) Cash transported at different times. 8) Cash bank weekly if not more frequently.	Keep under review - Cannot obtain petty cash from Post Office, therefore if banking has to be done at Barclays branch then this will increase the transport distance for cash and therefore the risk.	Review by Clerk and Finance Officer	L
Cost Resulting from Damage to Property	Parish Council / Tax Payers	M	H	1) Insurance cover in place and updated upon purchase of assets. 2) Building revaluations done. 3) Insurance conditions adhered to (eg: regular checks on play equipment). 4) Asset register in place	Continue to review insurance on an annual basis or when something changes or when an asset is purchased	Clerk and Finance Officer	L
Cost Resulting from Injury to Person(s)	Parish Council / Taxpayers	L	H	1) All areas belong to the council are kept in good condition with Risk Assessments for these areas. 2) Public liability insurance in place for members of the public. 3) Employers liability insurance in place for employees	Continue to review insurance on an annual basis or when something changes	Clerk and Finance Officer	L

Name of Assessment: **ADMINISTRATION Lone Working**

Date of Assessment / Review: 13th March 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed and How?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Lone Working in Diamond Jubilee Lodge	Injury to Member of Staff	L	H	1) Physical barriers to unauthorised access 2) Personal alarm available if required 3) Duress code available 4) Phones linked to the community centre and duty caretaker 5) Duty caretaker checks Lodge after hours 6) Duty caretaker checks for hazards, any other hazards identified escalated to Duty Caretaker or clerk.	Keep under review. Change duress code from time to time	Clerk	L
Lone Working in Community Centre	Injury to Member of Staff	M	H	1) Caretakers office locked with no unauthorised access. 2) Hazards are checked throughout the day by the duty caretaker. 3) landline is in the caretakers office and each caretaker has a mobile phone 4) Duress code in place. 5) Duress access on alarm panel	Keep under review. Change duress code from time to time	Clerk	L
Lone Working in the parish	Injury to Member of Staff	M	H	1) All employees have access to a mobile phone 2) Facilities Manager or Clerk to know where members of staff are and expected time of return. 3) Duress code in place 4) Caretakers have access to a body cam and are instructed to use this when closing parks	Keep under review. Change duress code from time to time	Clerk	L
Lone Working at other sites	Injury to Member of Staff	M	H	1) All employees have access to a mobile phone offsite 2) Other staff to be aware where a member of staff is working and expected time of return. 3) Avoid any appointments in non public places (eg: in parishioners houses). Personal alarm to be taken if this is the case.	Keep under review. Change duress code from time to time	Clerk	L

Name of Assessment: **ADMINISTRATION Senior Citizens Club**

Date of Assessment / Review: 15th April 2024

Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed and How?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, trips and falls	Attendees, volunteers and guests	M	L	Community centre checked by caretakers before use. Any spillage or trip hazards during the session to be reported to caretakers onsite. Mobility issues of attendees taken on registration forms so accommodation can be made.	Volunteers to monitor for spillages / trip hazards during session and report to caretakers if required	Volunteers	L
Safeguarding	Attendees (deemed as vulnerable adults)	L	H	Volunteers DBS checked. No one to one contact with members. Safeguarding policy in place.	Update DBS at least every three years. Ensure Safeguarding policy is reviewed and kept current	Clerk to keep DBS register. Clerk to ensure safeguarding policy is kept current	L
Injury from activities	Attendees	M	L	Activities set in advance around needs of the group. Mobility issues and dietary requirements requested on registration form. Caretakers first aid trained	Due consideration given to future activities and suitability for members	Volunteers	L
Burn / Scalds from hot beverages	Attendees and volunteers	M	H	Depending on number of attendees, volunteers should decide whether hot beverages should be made in the kitchenette and brought through on a trolley, or thermoflasks to be taken into room and beverages served in room	Volunteers to be aware if any attendees may suffer from illness that makes hot beverages an increased hazard. Specialist cups to be purchased if required.	Volunteers to ensure that needs are known. Clerk to order equipment if necessary	L
Injury from manual handling	Volunteers	L	H	All manual handling of equipment (including tables and chairs) to be moved by caretakers (onsite). No person is to attempt to move an attendee with mobility problems. They must attend with a carer if they require assistance.			L

Injury from Fire	Attendees, volunteers and guests	L	H	Caretakers will set up room taking into account clear fire exits. This set up must not be deviated from and will be enforced by caretakers if necessary. Register of attendees taken and collected upon sounding of fire alarm.	Attendees to be made aware of fire exits and evecuation point. Volunteer to be nominated as responsible for collecting register in the event of an emergency	Volunteers	L
Data Loss from Group	Attendees	L	H	Data on attendees kept in parish office when not in use by club. Clerk is data protection officer. Volunteers aware that personal data is confidential			L