

# Ferndown Town Council Financial Risk Assessment

Assessment Completed by	Louise Harrison, Town Clerk and RFO, Ferndown Town Council
Location	Ferndown Town Council
Date	05/01/2021
Adopted by Ferndown Town Council on	(minute reference)
Date for Review	as above

Record of any reviews, amendments and additions if prior to the formal review at the start of Council's municipal year

Detail of Review / Amendment / Addition	Person Completing Review / Amendment / Addition	Reviewed and approved for issue by	Date

Key:

Likelihood (L) =  
Severity (S) =  
Degree of risk (DR) = Likelihood x Severity

Frequent / 5	Probable / 4	Occasional / 3	Improvable / 2	Minor 1
Catastrophic / 5	Major / 4	Reportable / 3	Serious / 2	Minor / 1

**RESIDUAL RISK \*** is the level of risk that remains after suitable and sufficient control measures are introduced and is deemed to be acceptable. This risk assessment covers general matters; separate risk assessments will be carried out as required for events.

**INSURANCE:** The level of employee and public liability insurance cover is reviewed by Council at renewal each year.

	ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK*		
				L	S	DR		L	S	DR
<b>Section 1 - physical risks to people</b>										
1	Street furniture (bus shelters, bins, street lamps, benches, notice boards)	Public, contractors, Council	1. Tripping on uneven surfaces 2. Injury to third party or staff or contractor from damaged/fallen/unsafe structure 3. Roadside safety - structure falling into road 4. Handling of contaminated waste	3 2 2 2	2 3 3 3	6 6 6 6	- Regular inspections and checks carried out by competent staff member (Lengthsman) minimum every 2 weeks - Damage or injury to be reported to the Clerk - Maintenance / repair actioned quickly - Included on Council insurance policy (public liability £10 million) • Clerk to take necessary action to make issue safe. • Only employ approved contractors to empty dog bins, and ensure regular emptying. • Ensure that dog bins have lids and that lids are not damaged	2 1 1 1	1 2 2 2	2 2 2 2
2	Footpaths, bridleways and other FTC ROWs	Public and Council	1. Injury from tripping or falling	3	1	3	- Public to be reminded to report damage or obstructions on footpaths, bridle ways and ROW to the Council via signage and council's website - Lengthsman inspects footpaths/ROW regularly and undertakes clearance/rubbish collections - Council to arrange clearance by notifying the land owner or DC	1	1	1

3	Risk of damage to third party individuals or property	Public	1. Loss, damage or injury, as a result of the Council providing amenities	1	4	4	<ul style="list-style-type: none"> <li>Council insurance policy provides public liability cover of £10M</li> <li>Contractor's PL cover to be minimum of £10M, except in cases where risks to the public are lower</li> </ul>	1	3	3
4	Assets owned by the Council	Council and public	1. Damage, accident or injury to users	1	2	2	<ul style="list-style-type: none"> <li>Regular checks and maintenance</li> <li>Annual inspection</li> <li>Annual review of risk and adequate insurance cover</li> <li>10 year building maintenance programme from 2021 for all Council owned/managed/leased buildings</li> </ul>	1	1	1
5	Allotments	Public, Council and plot holders	1. Injury when accessing site, or on site, or when passing through on footpath.	2	2	4	<ul style="list-style-type: none"> <li>Regular checks</li> <li>Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site</li> <li>Regular Allotment WG meetings to report issues and manage the site with recommendations to RLAC for approval and action</li> <li>Public to be reminded to remain off the site</li> </ul>	1	2	2
6	Play areas	Public and Council	1. Tripping on uneven surfaces	3	3	9	Regular weekly inspections and proactive maintenance checks by staff, customer feedback arrangements via signage and age/use appropriate signage on facilities, reputable and appropriately certified equipment suppliers for repairs/new equipment. Adequate insurance cover including Public Liability insurance. Annual ROSPA check and improvements.	2	2	4
			2. Fall or injury when using or checking equipment	3	3	9	As above	2	2	4
<b>Section 2 - risks to Council assets and property</b>										
7	Allotments	Public and allotment holders	1. Poor grounds maintenance resulting in damage to assets	1	1	1	Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site	1	2	2
			2. Accumulation of rubbish - risk of fire and disease	1	1	1	Tenants notified that Council public liability insurance does not cover plots which are subject of a tenancy agreement with the Council	1	2	2
			3 Security of site	1	1	1	Council to maintain public liability cover for allotment holders via membership of National Allotments Society	1	1	1
			4. Unauthorised bonfires – risk of getting out of control	2	2	4	All equipment to be kept and stored in a safe condition for the public and tenancy agreements forbid bonfires on site	1	1	1
			5. Failure of water supply	1	1	1	Regular inspection of plots by staff and Allotment WG	1	1	1

			6. Vermin – risk of disease	3	2	6	<ul style="list-style-type: none"> <li>- Tenancy agreement to be regularly updated and to include rules pertaining to all significant hazards</li> <li>- All plot holders to sign tenancy agreement annually (on take-up or renewal of plot)</li> </ul>	1	2	2
			7. Vandalism	3	1	3		1	1	1
			8. Unoccupied plots – risk of injury, fire, disease, nuisance	3	1	3		1	2	2
			9. Untidy plots – risk of injury, fire, disease, nuisance	3	1	3		1	2	2
			10. Uncontrolled equipment – risk of injury	1	2	2		1	1	1
			11. Hazardous substances – risk of injury, illness	3	2	6		1	2	2
8	Trees	Public	1. Risk of injury to limb and/or damage from falling trees	2	4	8	<ul style="list-style-type: none"> <li>- Survey of trees on council owned/managed land to be completed 2021</li> <li>- Repeat survey every 5 years</li> <li>- Follow-up action as required and Council public liability cover in place</li> <li>- Regular inspection for damage</li> <li>- Damage reported to the Clerk &amp; prompt action taken to repair</li> </ul>	1	2	2
9	Street furniture	Council General public	1. Provision of adequate insurance cover	1	3	3	<ul style="list-style-type: none"> <li>- Regular review of insurance</li> </ul>	1	2	2
			2. Design and position of furniture	1	1	1	<ul style="list-style-type: none"> <li>- Regular inspections by Lengthsman</li> </ul>	1	2	2
			3. Cleaning of furniture	1	1	1	<ul style="list-style-type: none"> <li>- Regular cleaning programme</li> </ul>	1	2	2
			4. Maintenance and repairs of furniture	1	1	1	<ul style="list-style-type: none"> <li>- Repairs actioned promptly</li> </ul>	1	2	2
			5. Vandalism	2	1	2	<ul style="list-style-type: none"> <li>- Damage reported to the Clerk</li> </ul>	1	2	2
10	Assets owned by the Council	Council	1. Loss or damage to assets	3	1	3	<ul style="list-style-type: none"> <li>- Maintain an up-to-date register of assets</li> <li>- Regular checks, repairs and maintenance including 10 year maintenance plan for all Council owned / managed / leased buildings from 2021</li> <li>- Annual inspection</li> <li>- Annual review of risk and adequate insurance cover</li> </ul>	1	2	2
11	Play areas	Council	1. Failure to provide and maintain adequate and safe play equipment.	2	2	4	<ul style="list-style-type: none"> <li>- Weekly staff checks and annual ROSPA inspections.</li> </ul>	1	2	2

Section 3- financial and business risks

12	Precept	Councillors, staff and public	<p>1. Consequential loss of income or overspend</p> <p>2. Precept inadequate</p> <p>3. Precept requirements not submitted to DC in time</p>	1 1 1	2 3 1	2 3 1	<ul style="list-style-type: none"> <li>Monthly review against expenditure and budget (Clerk/RFO, Assistant RFO and nominated Councillors)</li> <li>Reserves held to cover min 6 to max 12 month's expenditure</li> <li>Draft budget presented to FGPC and FC by Clerk/RFO in time for DC precept submission deadline following work by RFO/Clerk with relevant Committees on budget requirements</li> </ul>	1 1 1	1 1 1	1 1 1
13	Financial accounting	Councillors, staff and public	1. Inconsistency in accounts	1	3	3	<ul style="list-style-type: none"> <li>Bank accounts reconciled monthly by Assistant RFO</li> <li>Accounts reviewed quarterly by nominated Councillors</li> <li>Mandatory annual external audits and two annual internal audits</li> <li>New accounts software 2021</li> </ul>	1	1	1
14	Cash / Cheques	Councillors, staff and public	1. Loss through theft	1	3	3	<ul style="list-style-type: none"> <li>Fidelity Insurance for loss</li> <li>Minimise use of cash</li> <li>Reviewed quarterly (Clerk/RFO, Assistant RFO and nominated Councillors)</li> <li>Reduced use of cheques due to electronic banking</li> </ul>	1	1	1
15	Financial internal controls		<ul style="list-style-type: none"> <li>Accounts not up to date</li> <li>Payments not supported by invoices, authorised and minuted</li> <li>VAT checked, recorded and reclaimed</li> <li>S.137 expenditure not separately recorded &amp; in limit.</li> <li>Income not properly recorded and banked</li> <li>Inadequate security over cash</li> <li>Inadequate records of debit card payments</li> <li>Regular bank reconciliations not regularly completed</li> </ul>	1 1 1 1 1 2 1	1 2 2 2 2 2 1	1 2 2 2 2 4 1	<ul style="list-style-type: none"> <li>Maintain paper bank statements</li> <li>Monthly reconciliations by the finance Officer and checked by the RFO and approved by FGPC.</li> <li>Annual Internal and External audit</li> <li>Financial Regulations implemented by Clerk and checked/reviewed</li> <li>Debtors chased and reviewed regularly</li> <li>Develop procedure for Debit card payments</li> <li>New accounts software and bookings package to be installed from April 2021.</li> <li>Quarterly review of financial records (Clerk/RFO, Assistant RFO and nominated Councillors)</li> </ul>	1 1 1 1 1 1 1	1 1 1 1 1 1 1	1 1 1 1 1 1 1
16	Room hire income	Council	<p>1. Fraud regarding fees and payments</p> <p>2. Failure to bank income</p> <p>3. Failure to collect fees</p> <p>4. Failure to review charges</p>	1 1 1 2	1 2 2 1	1 2 2 2	<ul style="list-style-type: none"> <li>Annual audit of accounts</li> <li>Council Fidelity insurance</li> <li>Proper financial controls and accounts software in place</li> <li>Annual review of charges</li> </ul>	1 1 1 1	1 1 1 1	1 1 1 1
17	Allotment income	Council	<p>1. Failure to review rents and charges</p> <p>2. Failure to collect rents and charges</p> <p>3. Failure to maintain accurate records</p>	2 3 4	1 1 2	2 3 8	<ul style="list-style-type: none"> <li>Proper Financial Controls in place</li> <li>Allotment Management system implemented and kept up to date</li> <li>Annual review of rents and charges by Council</li> </ul>	1 1 2	1 1 1	1 1 2

18	Allotment Insurance	Council/Plot holders - insurance	1. Adequate insurance cover – public areas 2. Adequate insurance cover – plot holders	1 4	3 3	3 12	<ul style="list-style-type: none"> <li>Council Insurance reviewed annually. £10m Public Liability cover held</li> <li>Council to take out Allotment Insurance and recharge to plot holders in rent</li> </ul>	1 1	1 1	1 1
19	Rents and leases	Council and tenants	1. Rents due not paid on time (both rental income and rents to be paid) 2. Leases not up to date or inaccurate	1 1	1 2	1 2	<ul style="list-style-type: none"> <li>Contracts and Leases Register maintained and regularly reviewed</li> <li>Financial controls ensure rents paid and received on time</li> </ul>	1 1	1 1	1 1
20	Costs, overheads, expenses and debits	Council	1. Goods not supplied but billed 2. Incorrect invoicing 3. Payments incorrect 4. Loss of stock 5. Unpaid invoices	1 1 1 1 1	2 1 1 1 1	2 1 1 1 1	<ul style="list-style-type: none"> <li>Invoices regularly checked and reviewed</li> <li>Payments regularly checked and reviewed</li> <li>Regular stock-take</li> </ul>	1 1 1 1 1	1 1 1 1 1	1 1 1 1 1
21	Best value & accountability	Council	1. Work awarded incorrectly 2. Overspend on services	2 2	2 1	4 2	<ul style="list-style-type: none"> <li>Councillors must adhere to Financial Regulations</li> <li>All work must be awarded by the Clerk/RFO or Assistant RFO</li> </ul>	1 1	1 1	1 1
22	Budgetary control	Council and public	1. Annual budget inadequate 2. Budgetary control inadequate 3. G/Rs and EMRs not held at reasonable levels	1 1 1	1 1 2	1 1 2	<ul style="list-style-type: none"> <li>Budget based on last three years expenditure plus known future spend</li> <li>Expenditure against budget reviewed monthly</li> <li>Level of reserves reviewed and agreed in November 2020 and regularly reviewed by FGPC</li> </ul>	1 1 1	1 1 1	1 1 1

23	Payroll	Council and staff	<ul style="list-style-type: none"> <li>1. Salaries paid incorrectly (e.g. wrong hours/rate/deductions)</li> <li>2. False claim</li> <li>3. Unpaid Tax/NI/pension contribution</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Payroll tasks submitted to an external contractor for checks, including NI and pensions</li> <li>• Payments authorised by Clerk/RFO</li> <li>• Payments approved by Council monthly</li> <li>• External audit process</li> <li>• Interim internal audits</li> <li>• Personnel Committee agree all pay increments and awards annually</li> </ul>	1	1	1
24	Annual return	Council	1. Late or incomplete return	1	2	2	<ul style="list-style-type: none"> <li>• Assistant RFO to prepare and submit to Council on time, per external auditor timetable</li> <li>• Council to approve on time, per external auditor timetable</li> <li>• Recommendations implemented</li> </ul>	1	1	1
25	Banking	Council, suppliers, public	<ul style="list-style-type: none"> <li>1. Inadequate bank checks</li> <li>2. Bank mistakes, including loss and charges</li> <li>3. Loss of account signatories</li> <li>4. Inadequate data security</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>• Regular reconciliation/checking of receipts against bank statements</li> <li>• All Councillors, Clerk and Assistant RFO are signatories</li> <li>• Procedures for the protection of passwords and management of online banking set out in Financial Regulations</li> </ul>	1	1	1
25	Business continuity	Council	<ul style="list-style-type: none"> <li>1. Computer failure</li> <li>2. Loss of key staff</li> <li>3. Loss of premises</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Keep proper financial records</li> <li>• Computers to be properly backed-up and back-up kept off-site</li> <li>• Meet statutory requirements, including under employment and tax law</li> <li>• Arrange timely annual staff appraisals</li> <li>• Arrange timely annual audits</li> <li>• Business Continuity Policy</li> <li>• Emergency Plan in partnership with DC</li> <li>• Ensure all activities are within legal powers applicable to the Council</li> </ul>	2	2	4
26	Legal risks to Council	Council	<ul style="list-style-type: none"> <li>1. Legal challenges on Council procedures, expenditure and activities</li> <li>2. Legal challenges on Councillor activities</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• Councillors and employees declare interests as appropriate</li> <li>• Expenditure to be within legal powers of Council, and properly authorised</li> <li>• Complaints policy in place</li> <li>• Minutes published initially on website as drafts and replaced when formally approved</li> <li>• Compliance with Transparency Code</li> <li>• Annual review of insurance level</li> <li>• Annual review of Council policies and procedures</li> </ul>	1	2	2

27	Risks to Council as landowner / Trustees, etc.	Council and other bodies involved	1. Financial, legal, public liability	2	3	6	<ul style="list-style-type: none"> <li>Ensure all relevant bodies carry adequate and appropriate insurance</li> </ul>	1	2	2
28	Election costs	Council	1. Risk of unexpected election cost	1	2	2	<ul style="list-style-type: none"> <li>Budget each year for regular elections</li> <li>Specific and sufficient level of EMRs to cover the costs of unexpected and planned elections</li> </ul>	1	1	1

Section 4 - date protection & GDPR										
29	Handling of information (GDPR & FOI)	The Council, staff, public and contractors	<p>1. Loss (or misuse) of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage</p> <p>2. Risk of investigation by ICO if unable to fulfill a Freedom of Information request</p>	1	4	4	<ul style="list-style-type: none"> <li>Information audit carried out on electronic and hard copy data; all unnecessary data has been cleansed and the data held by Councillors will be limited</li> </ul>	1	2	2
				2	1	2	<ul style="list-style-type: none"> <li>All data (electronic and paper) is kept securely, with locked cabinets, personal log-ins and encryption of sensitive documents where necessary</li> <li>An information audit carried out annually</li> <li>A revised Data Protection policy has been approved, including a policy and safeguards on IT matters and guidance on handling subject access and FOI requests, and for handling data breaches. Privacy Notices for the general public and contractors have been made available, stating what data is held and for what purpose</li> <li>An Information Security policy to be created</li> <li>ICO Registration</li> <li>Publication scheme in place</li> <li>Privacy notices maintained covering use of personal data by the Council</li> </ul>	1	1	1
Section 4 - governance										
30	Standing Orders and Financial Regulations	Councillors, staff and public	<p>1. Lack of Formally adopted Standing Orders and Financial regulations</p> <p>2. De Minimis amount not set for purchases</p>	1	1	1	<ul style="list-style-type: none"> <li>Standing orders and financial regulations reviewed annually</li> <li>De Minimis amount set in Financial Regulations, GR and EMR Policy, Investment Policy (all reviewed annually).</li> </ul>	1	1	1
				1	2	2		1	1	1
31	Risk assessments	Councillors, staff and public	<p>1. Risk assessment not in place or out of date</p> <p>2. Regular review of risks not carried out</p>	1	1	1	<ul style="list-style-type: none"> <li>Risk assessment to be reviewed at least annually or upon identification of new risk</li> <li>Health &amp; Safety/Fire Safety Officer to carry out regular environmental risk assessments</li> </ul>	1	1	1
				2	2	4		1	1	1



32	Insurance	Councillors, staff and public	<ul style="list-style-type: none"> <li>1. Insurance cover inadequate or inappropriate</li> <li>2. Insurance valuations do not agree with asset register</li> <li>3. Cost of insurance does not offer value for money</li> <li>4. Fidelity Guarantee cover not in place</li> <li>5. Inadequate Public liability cover</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Annual review of insurance cover</li> <li>• Broker to provide three quotes</li> <li>• Only use accredited brokers that provide Town and Parish Council cover</li> <li>• Asset register regularly reviewed</li> <li>• Parish Council Insurance MUST now include Fidelity Guarantee cover</li> <li>• Ensure £10m public liability cover</li> </ul>	1	1	1
33	Financial controls	Councillors and staff	1. Financial controls not relevant or up to date	1	1	1	• Financial Regulations reviewed at least annually	1	1	1
34	Audit	Councillors	<ul style="list-style-type: none"> <li>1. Lack of information and communication</li> <li>2. Lack of compliance</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• Interim audit reviews carried out</li> <li>• Audit recommendations implemented</li> </ul>	1	1	1
35	Asset Management	Council	<ul style="list-style-type: none"> <li>1. Asset register out of date - risk of inaccurate value of assets</li> <li>2. Regular asset reviews not carried out - risk of loss/damage etc</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>• Regular review of Asset register</li> <li>• Full asset review annually; interim checks quarterly with staff</li> </ul>	1	1	1
36	Councillors	Council	1. Council membership falls below 4	1	3	3	• New Councillors to be co-opted as soon as possible following loss	1	2	2
37	Litigation	Council	<ul style="list-style-type: none"> <li>1. Potential risk of legal action being taken against the council</li> <li>2. Illegal activity or payments</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Council follows the advice of the Proper Officer to ensure it's activities are within the law</li> <li>Adequate insurance cover</li> </ul>	1	2	2
38	Grants	Council	<ul style="list-style-type: none"> <li>1. Council does not have the power to pay e.g. grant to Churches</li> <li>2. Terms and conditions of grants received not met</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• Council follows the advice of the Proper Officer to ensure it's activities are within the law</li> <li>• Clerk and Council to regularly review the terms of grants received to ensure they are met and has a community grant scheme which is reviewed annually</li> </ul>	1	1	1
39	Members interests	Councillors	<ul style="list-style-type: none"> <li>1. Members interests inaccurate or incomplete</li> <li>2. Conflicts of interests not declared</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• All members interests must be declared upon accepting office</li> <li>• Members to declare interests at meetings if there is a potential conflict</li> <li>• Members to be reminded of what constitutes a conflict of interest</li> <li>• Clerk to regularly review members interests</li> </ul>	1	2	2
40	Council records	Council	<ul style="list-style-type: none"> <li>1. Loss through theft, fire and damage</li> <li>2. Loss of electronic records through damage or corruption</li> <li>3. Loss or corruption through malicious activity (e.g. Hacking, computer viruses or malware)</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Fire Safety procedures to be followed. Regular fire safety checks to be carried out. Council to purchase appropriate physical cabinet 2021.</li> <li>• Office security covers key allocation; locked cabinets for sensitive data</li> <li>• Regular computer back-up via external IT contractor</li> <li>• Adequate and up to date computer security in place at all times via external contractor</li> </ul>	1	2	2

Section 5 - personnel

41	Employees (physical)	All staff	1. Accident or injury	1	3	3	<ul style="list-style-type: none"> <li>• Annual review of health &amp; safety policy and associated requirements</li> <li>• Annual review of adequate employee liability insurance cover (£10M)</li> <li>• Regular Health &amp; Safety reviews</li> </ul> Where applicable: <ul style="list-style-type: none"> <li>• Provision of safety equipment and training in its use</li> <li>• Regular inspection and servicing of equipment used</li> <li>• Use of warning cones/signs on roads</li> </ul>	1	1	1
42	Employees (business continuity)	All staff	1. No contract of employment 2. Salaries not to appropriate scale for the job (eg NJC pay scale for administrative staff) or below legal minimum wage	1	2	2	<ul style="list-style-type: none"> <li>• Contracts to be in place and reviewed regularly</li> <li>• Salary and other payments in line with national scales and reviewed annually</li> </ul>	1	1	1
43	Employees (financial and procedural)	All staff	1. Loss of key staff 2. Fraud by staff 3. Inappropriate actions undertaken by staff 4. Breach of H&S regulations 5. Adequate insurance cover	3	3	9	<ul style="list-style-type: none"> <li>• Ensure up to date grievance procedure</li> <li>• Conduct annual appraisals</li> <li>• Strict financial controls</li> <li>• Adequate staff training</li> <li>• Regular Health &amp; Safety monitoring</li> </ul>	1	2	2

44	Employees – Lone Working	Staff and Public	1. Lone working policy 2. Adequate insurance cover	4 2	1 1	4 1	<ul style="list-style-type: none"> <li>Implement lone working policy</li> <li>Clerk to notify Council of any issues within the working environment requiring action, to comply with employment regulations.(e.g., DSE)</li> </ul>	2 2	1 1	2 1
45	Financial risks to Councillors	Councillors	1. Councillors expenses incorrect	1	1	1	<ul style="list-style-type: none"> <li>Strict financial controls</li> </ul>	1	1	1
46	Physical risks to Councillors	Councillors	1. Accident or injury on Council business	1	2	2	<ul style="list-style-type: none"> <li>Councillor activities limited to acceptable low risk levels; check with the Clerk if in doubt</li> <li>Annual review of public liability insurance level (£10M) and Sos to manage members behaviour and actions.</li> </ul> <p>Where applicable:</p> <ul style="list-style-type: none"> <li>Provision of safety equipment and training in its use</li> <li>Regular inspection and servicing of equipment used</li> <li>Use of warning cones/signs on roads</li> </ul>	1 1	1 2	1 2
47	Risks to volunteers	Public / volunteers	1. Accident or injury on Council business 2. Adverse publicity/harm to Council reputation	2 2	2 2	4 2	<ul style="list-style-type: none"> <li>Volunteer names and activities to be understood and agreed by Council</li> <li>Council Volunteer's Policy and appropriate insurance policy to cover liability.</li> </ul> <p>Where applicable:</p> <ul style="list-style-type: none"> <li>Provision of safety equipment and training in its use</li> <li>Regular inspection and servicing of equipment used</li> <li>Use of warning cones/signs on roads</li> </ul>	1 1	2 2	2 2
			1. Failing to escape in event of fire. 2. Access around doors, entrances and toilets. 3. Trip hazards and obstruction. 4. Failure to meet statutory duty 6. Security 8. Personal injury 9. Accessibility	1 2 2 2 1 1 2	5 2 2 2 2 1 1 3	5 4 4 4 1 1 6	<ul style="list-style-type: none"> <li>Fire instructions and exits checked at the beginning of each meeting – Chair/Clerk</li> <li>Public informed of action in the event of a fire at the beginning of each meeting - Chair, physical location included in annual RA and checked at start of meeting by staff / Chairman.</li> <li>Meeting room, toilets and accesses checked prior to the meeting by staff / Chairman</li> <li>Meeting room to be accessible to all ages and abilities, agendas and associated documents published within statutory deadlines by staff.</li> <li>Location monitored by staff and meeting managed by Chairman and Sos (e.g. disruptive behaviour), CCTV at location.</li> <li>Location reviewed via RA, staff access to lone working policy in handbook, clr access to CoC, access to emergency procedures (call 999) via mobiles.</li> <li>Location meets accessibility requirements, signage erected, physical location checked by staff to ensure accessibility requirements met.</li> </ul>	1 1 1 1 1 1 1 1	2 2 2 2 1 1 2 2	2 2 2 2 1 1 2 2