

Barnwell Risk Assessments 21.05.2019			
Hazard	Those at risk	Control measures	Action needed
Financial misconduct	Clerk, Cllrs, Public	Internal finance checks Internal audit External Audit Payments arrangements Financial Regs in place	Twice yearly Annually Annually Reviewed annually Reviewed annually
Insurance	Clerk, Cllrs, Public	Annual review	Policy updated as needed
Loan working	Clerk, Cllrs	No meeting of members of the public on their own unless unavoidable	Inform someone of where going
Street furniture	Public	Yearly inspection of all assets Damaged items to be removed or repaired as soon as possible	Annual inspection
Litter Picking	Volunteers	Provision of protective clothing and equipment Suitable disposal arrangements in place	Arrange with ENC for use of litter picking items (hi vis vests, litter pickers). Arrange collection of litter with ENC.
Trees	Public	Annual informal inspection Five yearly formal inspection	Maintenance work as required to BWPC trees. Problems with other trees reported to owners
Playground	Public	Weekly checks Annual inspection	Checks carried out. Records kept
Street lights	Public	Any faults reported to be remedied by contractor or Eon	Clerk to collate faults report
Recreational Field	Public, contractors	Mowing by suitable and competent contractors	Copies of contractors risk assessments kept by clerk
Mowing of verges	Public, contractors	Mowing by suitable and competent contractors	Copies of contractors risk assessments kept by clerk
Emergency evacuation from meeting	Clerk, Cllrs, Public	Be aware of emergency exit routes Keep emergency exit routes clear of obstructions at all times	Check venue before meeting

Signed:

Date:

Review date: May 2020