

TUR LANGTON PARISH COUNCIL RISK ASSESSMENT FOR VILLAGE HALL REFURBISHMENT PROJECT

Draft 1 for consideration at meeting 6/9/19

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Parish Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees, councillors, volunteers, contractors and members of the public (where applicable) are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

TUR LANGTON PARISH COUNCIL RISK ASSESSMENT FOR VILLAGE HALL REFURBISHMENT DRAFT 1 6/9/19

	Risks Identified	H/M/L	Management /control of risk	Review/Assess/Revise
Note – this should be read in conjunction with the Parish Council’s main Risk Assessment document which also applies to the Village Hall Renovation Project				
1:-Financial	1.1 - Insufficient funds to cover project	Risk L Impact H	<ul style="list-style-type: none"> • A Public Works Loan of £55,000 has been received to fund part of the project. • It is the intention to claim grants to fund the parts of the project not covered by this loan. • A Business Plan has been produced splitting the project into independent phases. No phase will be commenced or commitment made unless the funding is available. • A separate account will be kept of each grant and this will be presented to each full Parish Council meeting • Cash flow will be monitored closely, particularly in relation to claiming of VAT reimbursement 	
	1.2 – Insufficient funds to cover loan repayment	Risk L Impact H	<ul style="list-style-type: none"> • The loan repayments are to be covered by an increase in precept, which was supported in the village through consultation • Tur Langton is a small Parish Council with no big risk of the council facing unexpected financial responsibilities. The council went through a process of assessing the future budget to identify the amount required to repay the loan 	

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			and this will be prioritised. If necessary items in the budget would be adjusted, for example grass cutting and saving towards village signs	
	1.3 Requirements of VAT regulations are not met	Risk L Impact M	<ul style="list-style-type: none"> • VAT advice has been taken to establish the circumstances in which VAT can be reclaimed • Goods and services will be ordered by the Parish Council in its own name and VAT invoices will be made out to the Parish Council • Goods and services will be paid for from the council's own funds. • The council will be making a gift of the goods and services to the Village Hall Committee. None of the costs for goods or services for which VAT is to be reclaimed will be recovered from the Village Hall Committee or private individual or body that obtains any direct benefit from the use of the Village Hall 	
	1.4 Failure to comply with the Council's own financial regulations or those laid down by statute / Contractual arrangements are not within legal powers	Risk L Impact M	<ul style="list-style-type: none"> • The Village Hall Advisory Committee's Terms of Reference require that the committee is subject to the council's Financial Regulations and Standing Orders and these will be brought to non-councillor members' attention 	

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			<ul style="list-style-type: none"> • The Advisory Committee will make recommendations to the Parish Council and not make any decisions • All orders and contracts will be approved at a full Parish Council meeting and every effort will be made to ensure that new contracts are issued / orders are placed according to the procedure laid down in the Council’s financial regulations 	
2:-Insurance	2.1 Inadequate cover in place for contractors	Risk M Impact H	<ul style="list-style-type: none"> • The position has been checked with both the Parish Council’s insurer and the Village Hall Committee insurance (which covers the Village Hall). • The Village Hall insurer states that provided the contractor has suitable insurance in place for their liabilities and for contract works / contractors all risk (which will cover the works in progress and any improvements being made whilst the works are ongoing) the policy will continue to cover the hall as it was before the work began as per the terms of the policy • The Parish Council’s insurer states that provided the contractor has 	

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			<p>their own insurance in place and there is no clause that requires the inception of “work in progress” cover the work may proceed.</p> <ul style="list-style-type: none"> • Before a contractor is engaged their insurance will be checked to ensure that it meets the requirements of one of the insurance companies as outlined above 	
	2.2 Inadequate insurance in place for volunteers	Risk L Impact H	<ul style="list-style-type: none"> • The Parish Council’s insurer has advised that as long as volunteers only undertake low risk maintenance activities and nothing that requires certification or professional qualifications this would be covered under the council’s Public Liability insurance • Volunteers will only undertake low risk maintenance activities and nothing that requires certification or professional qualifications. 	
3:-Health and Safety	3.1 Failure to comply with relevant Health and Safety regulations		<ul style="list-style-type: none"> • The Terms of Reference for the Advisory committee requires that Members of the Advisory Committee are subject to the Parish Council’s Health and Safety policy and these will be brought to the attention of the non-councillor members • The client is Tur Langton Parish 	

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			<p>Council who are also Principal Designer and Principal Contractor</p> <ul style="list-style-type: none"> • A Pre Construction Design Document is in place which addresses the Parish Council's responsibilities under the Construction Design and Management Regulations 2015 (CDM). This document will be issued to all contractors before commencement of work. • The site boundary will be secured by lockable Heras Fencing • A skip will be provided for removal of all building waste • Contractor is required to produce a Risk Assessment and Method Statement (RAMS) which will be reviewed and approved before work commences by a Parish Councillor who is also a member of the Advisory Committee. Any concerns of non-compliance will be raised with the contractor • All operatives to attend a site induction • Welfare arrangements are in place • General Emergency response plan on display in Village Hall and first aid kit provided • Safety boots and Hi-Viz vests to be 	

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			<p>worn by all contractors with additional requirements for tasks with a specific hazard to be identified in RAMS.</p> <ul style="list-style-type: none"> Asbestos is present in the hall. The locations and asbestos report are included in the Pre-Construction Design document and details of locations included in the induction. Contractor's RAMS to cover removal of asbestos where applicable including details of disposal 	
4:-Freedom of Information / General Data Protection Regulations / transparency	4.1 Non compliance with regulations	Risk L Impact H	<ul style="list-style-type: none"> The Terms of Reference for the Advisory committee require that Members of the Advisory Committee are subject to all of the Parish Council's policies including those relating to Freedom of Information, information Security and GDPR and these will be brought to the attention of non-councillor members 	
5:-Landlord	5.1 Failure to gain landlord's approval of contractors as required by lease	Risk L Impact M	<ul style="list-style-type: none"> The Parish Council through the Advisory Committee keeps Merton College representative updated with progress and no contractor will be appointed without his approval 	