

**Hatley Parish Council**  
**(Insurance and Health and Safety) Risk Assessment**

**Adopted 15 January 2007**

**— Latest revision May 2020 —**

This document aims to identify all potential risks relating to Hatley Parish Council and to record how they are minimised. It will be reviewed annually at the Annual General Meeting (AGM).

Annual inspections must be carried out before each AGM and outcomes should be reported at the AGM.

Hatley Village Hall key holder to arrange for annual inspections marked with an asterisk in Section C.

Statutory documents of the Parish Council, listed in Section D, to be reviewed at each AGM.

**A. Items purchased for the Parish**

Item	Overall risk	Mitigation
Play equipment on playing field in Hatley St George  Junior swings; baby swings; roundabout; grass safety mats; structure with slide, climbing rope, fireman's pole, steps and platform	Medium	Public liability insurance held by Hatley Parish Council (HPC).  Equipment inspected monthly by a Councillor (by rota). Date, time and results of inspection to be emailed to Parish Clerk and Councillors.  Equipment inspected by RoSPA annually.
Bench on playing field in Hatley St George	Low	Inspected monthly with play equipment as above. State of bench to be included in the monthly email to Parish Clerk and Councillors.
Litter bins (4)  Two in Hatley St George (near play equipment and by parking bay by playing field); one on the outside of the Village Hall; one opposite top of East Hatley road	Low	Public liability insurance held by HPC.  Inspected monthly by Councillors or Parish Clerk (by rota). Litter collected monthly from bin near play equipment by Parish Councillor during inspection.  State of litter bins to be included in email to Parish Clerk and Councillors.
Notice boards in Hatley St George and East Hatley	Low	Insured by HPC.  Inspected annually by Councillors or Parish Clerk.
Defibrillator and temperature-controlled cabinet. Located outside Hatley Village Hall, Hatley St George	Medium	Insured by HPC.  Cabinet, equipment and contents to be inspected on a weekly basis by a Defib Group member and recorded in the log book. Urgent issues or missing items to be reported to Parish Clerk immediately. Copy of the log book page to be emailed to Parish Clerk on a monthly basis by the Defib Group leader.  Expiry dates for contents to be checked and recorded on an annual basis by Parish Clerk. Details to be shared with the Defib Group leader and the re-ordering of items before their expiry to be diarised by Parish Clerk.  Non-availability of equipment to be urgently reported to NHS East of England Ambulance Service by Parish Clerk.

Road Signs Two 'children playing' signs in Hatley St George close to the playing field. Three 'deer crossing' signs and posts; one on Croydon Hill, one on New Road and one on Hatley Road, Gamlingay. Speed sign, post and 4 sockets. Rechargeable batteries and battery charger for speed sign.	Low  Low  Low	Insured by HPC. All signs and parts to be inspected annually by Councillors or Parish Clerk.
Laptop, printer and scanner	Low	Not included on HPC insurance as covered by the Parish Clerk's household insurance. Issues will be reported to the Council.

### B. Hatley Village Hall

Hatley Village Hall is owned and insured by the Hatley Estate which also maintains the exterior of Hatley Village Hall and the car park.

Item	Overall risk	Mitigation
Use of Hatley Village Hall for Parish Council meetings, cleaning, maintenance etc.	Low	Public liability insurance held by HPC, renewed annually. Used regularly and inspected by key holder.
Use of hall for public and private events	Medium	Insurance for events (eg licensing, performances, etc.) to be arranged by the event organiser. HPC to advise organiser of this responsibility. Public liability insurance held by HPC, renewed annually. Hall inspected before and after rental events by key holder volunteers. Health and Safety notices provided for the benefit of all users.
Boiler	Low	Inspected annually by an approved engineer.* To be monitored throughout the year by key holder volunteers.
Radiators	Low?	To be inspected annually and monitored throughout the year by keyholder volunteers.
Electrical wiring, plugs and sockets, light fittings etc.	Low	Inspected annually by an approved electrician.* To be monitored throughout the year by key holder volunteers.
Fire extinguishers	Low	Inspected annually by contractor and replaced as necessary.* To be monitored throughout the year by key holder volunteers. Fire Risk assessment to be undertaken by a designated person on an annual basis.
Vacuum cleaner	Low	Inspected annually by an approved electrician.* To be monitored throughout the year by key holder volunteers.
Kettle	Low	Inspected annually by an approved electrician.* To be monitored throughout the year by key holder volunteers.

Bottle chiller and fridge	Low	Inspected annually by an approved electrician.* To be monitored throughout the year by key holder volunteers.
Microwave oven	Low	Inspected annually by an approved electrician.* To be monitored throughout the year by key holder volunteers.
Tea urn	Low	Inspected annually by an approved electrician.* To be monitored throughout the year by key holder volunteers.
Curtains (5 pairs, flame retardant)	Low	To be inspected annually and monitored throughout the year by keyholder volunteers. To be cleaned as necessary
Carpet	Low	To be inspected annually and monitored throughout the year by keyholder volunteers. To be cleaned as necessary.
Emergency exit lights	Low	To be inspected annually and monitored throughout the year by keyholder volunteers.
Tables, chairs and bar stools	Low	To be inspected annually and monitored throughout the year by keyholder volunteers. . To be cleaned as necessary.
Alloy steps, alloy ladder and wooden steps	Medium	To be inspected annually and monitored before and after use by keyholder volunteers
Ramp for disabled	Low	To be inspected annually and monitored throughout the year by keyholder volunteers.
Hatley Village Hall and Hall for Hire signs	Low	To be inspected annually and monitored throughout the year by keyholder volunteers.
Mops, v sweeper and broom	Low	To be inspected annually and monitored throughout the year by keyholder volunteers.
Knives, forks, spoons, tea pots, glasses, tea cups and saucers, plates, mugs, milk jug, cake slice, bottle opener	Low	To be inspected annually.
Cleaning materials	Low	To be inspected annually and monitored throughout the year by keyholder volunteers. Bleach to be kept high up out of children's reach.
Toilets, urinals, wash basins, electric hand dryers	Low	To be inspected annually during and monitored throughout the year by keyholder volunteers.

## Notes

### 1. Testing of equipment marked with an asterisk, to be carried out by contractors

Invoices showing the results of testing or certificates of testing should be filed by the Parish Clerk.

Portable and fixed electrical equipment should be PAT tested and a date sticker applied and signed by a competent electrical tester.

### 2 Ladder usage

Ladder training and certificate may be required if ladders are used

Tasks must be undertaken in pairs following the guidelines below:

- The correct step ladders or ladders must be used depending on the heights and nature of task
- One person only to be working on the ladders, the other must "foot" the ladders at all times

- Ladders must be positioned correctly to prevent over-reaching and ladders sliding
- Extended ladders must overlap by a minimum of 3 rungs
- Angle of the ladder should be 4 units up to each unit out from base
- Ladders in excess of 6 metres must be tied and fixed appropriately

### C. HPC documents held at the Clerk's home

Item	Overall risk	Mitigation
Bank details relating to HPC	Low	Separate record of bank details to be held by the Bank.
Minutes of HPC meetings	Low	Master copy/copy of the minutes to be held on back-up disk and website.
Legal documents	Low	Original copies of legal documents to be photocopied and the originals archived with County Record Office.

### D. Miscellaneous

Risk	Overall risk	Mitigation
Contracting work on HPC's assets (eg repairs of equipment, work inside hall)	Low	HPC to check contractor has liability insurance before work is commissioned.
Standing Orders	Low	To be checked/amended at each AGM.
Financial Regulations	Low	To be checked/amended at each AGM and as necessary.
Assets Register	Low	To be checked/amended at each AGM and as necessary.
Insurance Policy	Low	To be checked/confirmed as adequate cover at each AGM and as necessary.
Policies including GDPR Privacy Policy	Low	To be checked/amended at each AGM and as necessary.
This Risk Assessment document	Low	To be checked/amended at each AGM.
Financial risks (eg signing of cheques etc.)	Low	Covered by Financial Regulations.

### Notes and references

Health & safety legislation and village halls, Information Sheet 15, ACRE, December 2011  
<http://www.acre.org.uk/cms/resources/village-hall-publications-june-2014.pdf>

Health and safety checklist for village and community halls, Health and Safety Executive, March 2011  
<http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

Example risk assessment for a village hall, Health and Safety Executive, 1 June 2008  
<http://www.hse.gov.uk/risk/casestudies/pdf/villagehall.pdf>