

**MINUTES OF THE MEETING OF EASTRY PARISH COUNCIL FINANCE COMMITTEE
HELD ON MONDAY 18th JANUARY 2021 AT 7.15pm VIRTUAL MEETING DUE TO
CORONAVIRUS RESTRICTIONS via MS Teams**

Present: Councillors L. Taylor (Chair) A. Barwick D Russell
 M Jones N Kenton

Joanna Jones Clerk to the Parish Council

1. APOLOGIES

Cllr P Bailey

2. FEES & CHARGES

To review fees and charges for 2020/21

a) Churchyard Fees

RESOLVED the Churchyard Fees should remain the same for the coming year. Appendix A.

b) Allotment Charges – Currently £2.50 a rod plus £3.00 per plot admin fee.

RESOLVED the allotment charges should remain the same for the coming year.

3. BUDGET FOR 2021/22

a) **Receipts and Payments to date & Predicted outturn for 2020/21**

The Clerk went through the document explaining the details and her reasoning behind the figures. See appendix B.

b) **Budget for 2021/22**

The Clerk had produced a draft budget for 2021/22. This was discussed and after a few minor alterations agreed by the members.

RESOLVED the budget be recommended for adoption by the full Council all agreed. See Appendix B.

c) **Precept for 2021/22**

RESOLVED an increase in Council tax of 1.98% be recommended to full council. With the current Council tax base this would be a Precept of £56,592.79 or £1.36 pa for a Band D property.

4. ANNUAL RISK ASSESSMENTS

b) **Financial and Property risks**

The Clerk had provided copies of the 2021/22 risk assessment for Financial and property matters, this was discussed by the committee and all agreed.

RESOLVED the Financial and Property assessment should be adopted by the committee for the coming Year. See Appendix C

c) **Other Risks - Caretaker**

The Clerk had provided copies of the current risk assessment for the Caretaker this was discussed by the committee and agreed. See Appendix D.

The meeting closed at 7.52pm

Committee Members

L Taylor (Chair) N Kenton A Barwick D Russell P Bailey M Jones

EASTRY PARISH COUNCIL

Eastry Cemetery Table of Fees from 1st April 2020**1. Purchase of Burial plot including exclusive rights of Burials**

| | |
|---------------------------------------------|------|
| a) Of a person whose age exceeded 12 years. | £400 |
| b) Child under 12 | £200 |

2. Interment Fees

| | |
|-----------------------------------------------|------|
| a) Of a person whose age exceeded 12 years. | £400 |
| b) Child under 12 | £100 |
| c) Interment of cremated remains in any grave | £200 |

The fees above expressly **exclude** the charge for Grave Digging

4. Monuments & Memorials

For the right to erect or place on a Grave the following Monument / Memorial, the **Exclusive Rights for a Burial Plot** must also be purchased.

| | |
|----------------------------------------------------------------------------------------------------|---------|
| a) A Flat Stone or Kerb | £250.00 |
| b) A Head Stone | £110.00 |
| c) A Foot Stone | £200.00 |
| d) Purchase of a Vase, Book or similar Monument. | £100.00 |
| e) Any other Monument not exceeding 1.5m in height and occupying a space not exceeding 1m x 0.75m. | £350.00 |
| f) For each additional inscription after the first | £75.00 |

Work to Monuments & Memorials can only be carried out by qualified personal holding either a BRAMM (British Register of Accredited Memorial Masons) fixer license or a NAMM RQMF (National Association of Memorial Masons Register of Qualified Memorial Fixers). Any contractor working in the Council's cemeteries must hold and maintain a policy of public liability insurance for no less than 5 million pounds.

All applications for memorials must be submitted to the Clerk to the Parish Council. No memorial shall be erected without the prior approval of the Council

Double the amount of fees shown in 1-2 above will be payable in respect of non-parishioners. With the exception of previous long-term residents, who, because of old age or infirmity, have ceased to be residents at the time of death.

NOTE 1: Fees as laid down in the appropriate Parochial Fees Order due to the Officiating Minister at the interment shall be paid direct to that Minister by the Funeral Director arranging the interment.

NOTE 2: No Memorial shall be placed upon a Grave until at least 12 Months after interment: to allow ground to settle.

| PAYMENTS - CURRENT ACCO | Actual to 31-03-2020 | Budget 2020/21 | Actual to 30- 12-2020 | Predicted Outturn | Draft Budget 2021/22 |
|--------------------------------------|---------------------------------|---------------------------|----------------------------------|------------------------------|---------------------------------|
| Chch Yard & Cemetery Grass | 1,870.00 | 1,900.00 | 1955.00 | 1955.00 | 1900.00 |
| Chch Yard & Cemetery hedges | 696.17 | 695.00 | 521.19 | 694.92 | 695.00 |
| Recreation Ground A3 | 1,133.79 | 1,132.00 | 908.97 | 1191.96 | 1132.00 |
| Gun Park A4 | 2,319.00 | 2,316.00 | 1737.00 | 2316.00 | 2316.00 |
| Allotments A5 | 1,805.96 | 1,804.00 | 1352.97 | 1803.96 | 1804.00 |
| Highstreet A6 | 576.30 | 575.00 | 431.28 | 575.04 | 575.00 |
| Pond A7 | 467.63 | 467.00 | 350.28 | 467.04 | 467.00 |
| Tree Work All | 1,240.00 | 2,000.00 | 0.00 | 890.00 | 2000.00 |
| Additional Work | 1,200.00 | 1,200.00 | 500.00 | 500.00 | 1200.00 |
| | 11,308.85 | 12,089.00 | 7,756.69 | 10,393.92 | 12,089.00 |
| <i>Allotments</i> Maintenance | 218.39 | 1,000.00 | 601.49 | 601.49 | 1000.00 |
| Water Use | 448.77 | 400.00 | 449.61 | 487.86 | 500.00 |
| | 667.16 | 1,400.00 | 1051.1 | 1089.35 | 1500 |
| <i>Leisure Fields</i> | 22.00 | 1,500.00 | 217.00 | 217.00 | 1250.00 |
| Vandalism Repairs | 498.00 | 1,000.00 | 0.00 | 0.00 | 750.00 |
| Bins & Dog Bins | 0.00 | 500.00 | 0.00 | 0.00 | 250.00 |
| Pond | 0.00 | 1,000.00 | 0.00 | 200.00 | 500.00 |
| Play Equipment Inspection | 373.50 | 500.00 | 177.00 | 265.50 | 300.00 |
| Parade | 0.00 | 800.00 | 0.00 | 150.00 | 500.00 |
| | 893.50 | 5,300.00 | 394.00 | 832.50 | 3550.00 |
| <i>Community Services</i> | 8244.60 | 8,543.00 | 6493.18 | 8653.78 | 9000.00 |
| Pension Contributions | 0.00 | 257.00 | 0.00 | 0.00 | 0.00 |
| Equipment | 91.93 | 200.00 | 160.58 | 200.00 | 225.00 |
| Toilet Supplies | 45.25 | 65.00 | 17.40 | 17.40 | 50.00 |
| SID | 0.00 | 250.00 | 0.00 | 0.00 | 150.00 |
| PAD Supplies | 0.00 | 100.00 | 134.00 | 134.00 | 150.00 |
| Highways Improvement Plan | 0.00 | 0.00 | 0.00 | 0.00 | 10,800.00 |
| | 8,381.78 | 9,415.00 | 6,805.16 | 9,005.18 | 20,375.00 |
| <i>Grants</i> | 1,901.08 | 1,500.00 | 0.00 | 325.00 | 1500.00 |
| Coffee Break | 1,766.55 | 1,700.00 | 220.00 | 220.00 | 850.00 |
| Section 137 | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 |
| | 3,667.63 | 3,700.00 | 220.00 | 545.00 | 2850.00 |
| <i>Church Yard Maintenance/works</i> | 0.00 | 1,000.00 | 0.00 | 0.00 | 1000.00 |
| Monument Safety | 95.80 | 2,000.00 | 0.00 | 0.00 | 1950.00 |
| | 95.80 | 3,000.00 | 0.00 | 0.00 | 2950.00 |
| <i>Membership</i> | 588.96 | 682.76 | 682.76 | 682.76 | 782.76 |
| Publications | 0.00 | 250.00 | 0.00 | 0.00 | 250.00 |
| SLCC | 101.00 | 110.00 | 0.00 | 103.00 | 110.00 |
| ICCM | 95.00 | 100.00 | 95.00 | 95.00 | 100.00 |
| | 784.96 | 1,142.76 | 777.76 | 880.76 | 1242.76 |
| Christmas Trees & Lights | 208.15 | 300.00 | 180.00 | 203.89 | 300.00 |
| Parish Council elections | 197.87 | 0.00 | 0.00 | 0.00 | 500.00 |
| Eastry open day | 0.00 | 150.00 | 87.60 | 87.60 | 150.00 |
| | 406.02 | 450.00 | 267.60 | 291.49 | 950.00 |
| Other Projects | 1,532.50 | 3,548.45 | 0.00 | 0.00 | 3044.58 |
| Damage falling tree Gun Park | | 0.00 | 1377.20 | 1377.20 | 0.00 |
| HMRC Overpayment | | 0.00 | 191.28 | 0.00 | 0.00 |
| Professional fees planning appl. | 0.00 | 500.00 | 581.00 | 581.00 | 500.00 |

| | | | | | |
|--------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Street Furniture | 1,395.00 | 1,000.00 | 0.00 | 360.00 | 500.00 |
| | 2,927.50 | 5,048.45 | 2149.48 | 2318.20 | 4044.58 |
| New Parish Room Capital | 0.00 | 69,052.02 | 0.00 | 0.00 | 131052.02 |
| New Parish Room Revenue | 250.00 | 62,000.00 | 0.00 | 0.00 | 0.00 |
| Playarea - Allotments | 16,522.30 | 0.00 | 0.00 | 0.00 | 0.00 |
| Play equipment Gun Park | 0.00 | 13,500.00 | 0.00 | 0.00 | 20000.00 |
| New toilets | 0.00 | 4,000.00 | 0.00 | 0.00 | 4000.00 |
| VAT | 5,736.14 | 0.00 | 1815.7 | 1815.70 | 0.00 |
| Reserves | 0.00 | 19,000.00 | 0.00 | 0.00 | 20000.00 |
| Total | 71,544.15 | 238,060.23 | 37,045.72 | 49,931.10 | 251,892.36 |
| Current Account B/F | 106,187.11 | | Current Account C/F | 59,444.85 | |
| Capital Account B/F | 69,052.02 | | Capital Account C/F | 131,052.02 | |
| Petty Cash | 0.00 | | | 190,496.87 | |
| Receipts | 65,188.84 | | | | |
| Payments | -49,931.10 | | | | |
| | 190,496.87 | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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 inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Eastry Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

| Subject | Risk(s) identified | H/M/L | Management/control of Risk | Review/Assess/Revise |
|------------------------|--------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Precept | Adequacy of precept in order for the Council to carry out its Statutory duties | L | To determine the precept amount required, the Council receives budget update information quarterly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Dover District Council. The precept demand is completed by the Clerk and signed by the Chairman & Clerk. | Existing procedure adequate. |
| Financial Records | Inadequate records Financial irregularities | L L | The Clerk maintains Receipts and Payment accounts as per current accounts and audit regulations. | Existing procedure adequate Review the Financial regulations annual |
| Bank and banking | Inadequate checks Banks mistakes | L L | Monthly reconciliation undertaken. | Existing procedure adequate Existing procedure adequate |
| Reporting and auditing | Information communication | L | Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved quarterly | Existing procedures adequate. |
| Grants | Receipt of grant | L | Parish Council does not presently receive any regular grants. | Procedure would be formed, if required |

| Subject | Risk(s) identified | H/M/L | Management/control of Risk | Review/Assess/Revise |
|----------------------------------------------------|------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Grants | Power to pay Authorisation of Council to pay | L | All such expenditure goes to full Council or Finance Committee for approval, and is minuted and listed accordingly if a payment is made using S137 powers of expenditure. | Existing procedure adequate. |
| Best value accountability | Work awarded Incorrectly. Overspend on services. | L M | Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work the Council has Financial Regulations which set out the requirements. If problems encountered with a contract the Clerk to investigate the situation and report to the Council. | Existing procedure adequate. |
| Salaries and assoc. costs | Salary paid incorrectly. Unpaid Tax to Inland Revenue. | L L | The Council is PAYE registered and works on Real Time reporting to HM Rev & Customs. Salaries are paid by electronic transfer and go to full Council for approval. | Include when reviewing Financial regulations. Existing procedure adequate |
| Employees | Fraud by staff | L L | Cheques and stubs reconciled against invoice and meeting agenda. Cheques signed by 2 councillors and stubs initialled by same. Electronic payments reconciled against invoice, these are set up by the Clerk then electronically authorised by two Councillors. Card payments are recorded against receipts for goods or services. Fidelity Guarantee insurance in place. | Existing procedures adequate. |
| VAT | Reclaiming/charging | L | VAT is claimed annually unless large sums are involved using the section 126 process. | Existing procedures adequate |
| Annual Returns Tax and Pension Audit Annual Return | Submit within time limits Submit within time limits | L | Annual Returns completed and submitted online within the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame. | Existing procedures adequate. |
| Legal Powers | Illegal activity or payments | L | All activity and payments within the powers of the | Existing procedures adequate |

| Subject | Risk(s) indentified | H/M/L | Parish Council to be resolved at full Council Meeting or Finance Committee meeting. | adequate |
|------------------------------------------------------|--------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Minutes/agen das/ Notices Statutory Documents` | Accuracy and legality Business conduct | L L | Management/control of Risk Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair | Review/Assess/Revise Existing procedures adequate. Members adhere to Code of Conduct |
| Members interests | Conflict of interests Register of members interests | L M | Declarations of interest by members at Council meetings. Register of members interests forms reviewed regularly. | Existing procedures adequate. Members take responsibility to update register. |
| Insurance | Adequacy Cost Compliance Fidelity Guarantee | L L L M | An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place. | Existing procedure adequate. Insurance reviewed annually. |
| Data protection | Policy provision | L | The Parish Council has a data protection policy | Existing procedures adequate. |
| Freedom of Information | Policy Provision | L | The Parish Council has a freedom of information policy | Existing procedures adequate |

PHYSICAL EQUIPMENT OR AREAS

| Subject | Risk(s) indentified | H/M/L | Management/control of Risk | Review/Assess/Revise |
|-------------------------|-------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Assets | Loss or damage Risk/damage to third party (ies) property | L L | An annual review of assets is undertaken for insurance provision | Existing procedures adequate |
| All Play equipment | Poor performance of assets or amenities | L | An annual safety inspection and 3 operation inspections are undertaken by qualified outside agencies. All repairs and relevant expenditure for any repair is actioned / authorised by the full Council. Assets are insured. | Existing procedures adequate |
| Wheeled Sports facility | Risk of damage | L | An annual safety inspection and 3 operation inspections are undertaken by qualified outside agencies. All repairs and relevant expenditure for any repair is actioned / authorised by the full Council. Assets are insured. | Existing procedures adequate |
| Brush Cutter | Risk of injury | M | The equipment is serviced annually by qualified engineers. Those using the equipment are provided with suitable safety equipment and have completed a appropriate training course | Existing procedures adequate |
| Village Signs | Risk of damage | L | The Parish Council currently has two village signs. No formal inspection procedures are in place, however the Parish Clerk undertakes regular checks whilst on her rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. | Existing procedures adequate |
| Notice Board | Risk of damage | L | The Parish Council currently has a large notice board by the High Street Car park. No formal inspection procedures are in place however the Parish Clerk undertakes regular checks whilst on her rounds and one of the Parish Councillors regularly updates the notices, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. | Existing procedures adequate |

| Subject | Risk(s) identified | H/M/L | Management/control of Risk | Review/Assess/Revise |
|------------------------------|---------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Bus Shelters | Risk of damage | L | The Parish Council currently has three bus shelters. No formal inspection procedures are in place however the Parish Clerk undertakes regular checks whilst on her rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. | Existing procedures adequate |
| Benches | Risk of damage | L | No formal inspection procedures are in place however the Parish Clerk undertakes regular checks whilst on her rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. | Existing procedures adequate |
| Cemetery | Risk of damage Risk of Injury | L L | No formal inspection procedures are in place however the Parish Clerk undertakes regular checks whilst on her rounds, and the members of the Church yard and Cemetery make regular inspections. Any reports of damage or faults reported to the Parish Council and dealt with in accordance with the correct procedures of the Council. | Existing procedures adequate |
| Council records – paper | Loss through: Theft Fire damage | L M L | The Parish Council records are stored at the home of the Clerk. Historical minutes, insurance and bank records are stored in the fire safe in the Parish Room. | Damage (apart from fire) and theft is unlikely and so provision is adequate. |
| Council records – electronic | Loss through: Theft, fire damage or corruption of computer | L M | The Parish Council electronic records are stored on the computer at the Clerk's home. All data is backed up to the cloud daily. | Existing procedures considered adequate |
| Employees and Volunteers | Risk of Injury Risk of Coronavirus Infection | M | Those using equipment are provided with suitable safety equipment and have completed an appropriate training course. Suitable clothing & footwear provided by the Parish Council. All current Government Coronavirus guidance is followed and PPE provided when required. | Existing procedures considered adequate |

Speed Indicator Device (SID)

| Subject | Risk(s) identified | H/M/L | Management/control of Risk | Review/Assess/Revise |
|-----------------------|---------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| SID Unit | Theft or tampering when on the Post Risk of injury when fitting/removing the unit from the post. | L M | The unit is padlocked to the post. The Battery compartment is padlocked to prevent tampering. The unit has been added to the Insurance policy. The operator must wear a high visibility jacket or vest. The operator must ensure they are not standing on the road when moving the sign. The operator must use steps if required. | Existing procedure considered adequate Existing procedure considered adequate |
| Beacon – Gun Park | Risk of damage | L | No formal inspection procedures are in place, however the Parish Clerk undertakes regular checks whilst on her rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. | Existing procedures adequate |
| WW1 Plinth and Plaque | Risk of damage | L | No formal inspection procedures are in place, however the Parish Clerk undertakes regular checks whilst on her rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. | Existing procedures adequate |

| SUBJECT | RISKS IDENTIFIED | H/M/L | CONTROL OF RISK | REVIEW |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <p>Coronavirus working. Govt LOCKDOWN 2 Commencing 5th Nov 2020 Litter picking, sweeping paths, kerbs etc ONLY. Toilets remain closed.</p> | <p>General risks relating to becoming infected by Coronavirus</p> | <p>H</p> | <p>PRIMARY CONTROLS. FOLLOW STANDARD CORONAVIRUS ADVICE. Maintain social distancing at all times (2metres from others). Do not allow local residents etc. to approach within the 2m social distance to interact with you. Do not enter shops or any inside locations within the village. Use gloves provided at all times. Use equipment provided, i.e broom, shovel, litter picker and do not directly handle waste material. Bag and seal all waste at the end of shift. Wash hands at end of shift. SECONDARY CONTROLS. NOT MANDATORY Use nitrile/ disposable gloves if required. Use hand sanitizer at suitable intervals. Use surgical face mask if felt appropriate. This is a personal choice, as the work is conducted outside in the fresh air and social distancing maintained.</p> | |
| <p>Manual Handling - general from picking up litter, carrying bags, moving bins, moving large objects, reaching, bending or twisting</p> | <p>Stooping, twisting, top heavy bending (bending from the waist using the back), can lead to strained, pulled muscles, general backache.</p> | <p>L</p> | <p>Use the litter picker, to avoid bending. Lift and move items using your legs to bend, not your back. Take regular breaks to prevent fatigue. Do not handle large items. Please report these to the Clerk who will arrange disposal. Only collect litter that can be put into rubbish bags. Assess items before you move them. Wear appropriate safety footwear provided so that you are less likely to slip whilst carrying out the activity.</p> | |

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Broken glass, sharp and rusty edges to waste materials.</p> | <p>Cuts and infections, leading to ill health.</p> | <p>L</p> | <p>Use the litter picker to avoid contact. Use gloves. Advised to have up to date tetanus.</p> | |
| <p>Interaction with vehicle traffic, cyclists, horses, pedestrians.</p> | <p>Being hit by vehicle, major bruising, broken bones, death. If avoiding traffic - falling in hedge/ditch, leading to cuts, grazes, bruises</p> | <p>M</p> | <p>Work in 30mph village areas only, if possible. Do not work in high speed traffic areas. Wear high visibility clothing in order to be seen easily. Stick to paths and pavements, if possible. Ensure area is safe before sweeping kerbs and verges. If working on lanes, ensure that you can be seen by traffic (not on a blind bends). If necessary, ask for assistance of the Caretaker Liaison Councillor and have someone on the opposite side to raise awareness to other road users.</p> | |
| <p>Environmental hazards. Uneven, poor and slippery ground. Shrubs, brambles, tree branches etc. Weather, sun and hot temperatures, wet and cold weather</p> | <p>Slips and falls, leading to bruises, cuts etc. Eye pokes, cuts and grazes. Sun and heat, leading to dehydration, sun burn, sun stroke. Cold and wet, leading to general ill health, hyperthermia, slips, muscle strain.</p> | <p>H</p> | <p>Be aware of surfaces walked on, wear appropriate footwear provided. Wear suitable PPE provided (eye protection, clothing and gloves) Take regular breaks out of the sun. Keep hydrated. Normal protection from the sun should be used i.e hat. Keep covered up as much as possible. Suitable waterproof and warm clothing should be worn in winter.</p> | |

| | | | | |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Waste/litter which could be contaminated by a hazardous substance | Exposure to vermin and dog excrement, leading to ill health (Wells disease, Toxocara canis). Unknown exposure to chemical and biological substances, leading to ill health. Potential for needle stick injuries or cuts from infected sharp items or needles – resulting in exposure to tetanus, blood virus, general infection – leading to ill health | M | Use gloves provided at all times. Use equipment provided, i.e broom, shovel, litter picker and do not directly handle waste material. Wash hands prior to eating or drinking. Any unidentified cans and canister, clinical waste, hazardous substances e.g asbestos, dead animals, condoms, syringes, needles or sharp objects should not be handled. Please report these to the Clerk who through DDC will arrange disposal. | |
| Painting | Paint spillage, splashes. Exposure to paint fumes. | L | Wear appropriate PPE, use good ventilation if working inside. Purchase water based paint whenever possible. Normal DIY precautions should be used. No CoSHH training required. | |
| Interaction with People | Verbal or physical assault by persons unhappy with Caretaker activities. | L | Be aware of people and areas in which you are working. Stay off private property. If in any doubt enquire. Withdraw. Do not face conflict. | |
| Tools and Equipment | Injury from tools. | L | Only use tools you are familiar with and have received training. Allow sufficient working area for safe use of the tool. Use appropriate PPE. | |

| | | | | |
|--------------|-------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Lone working | Illness or accident whilst working alone. | L | <p>Monitoring includes: The caretaker has a mobile phone with him at all times. The role has a high visual presence around the village and is usually within sight of other village residents whilst working. The current incumbent leaves home and returns at regular times and any deviation from this would alert his family. NOTE. This would need review if the job holder changed.</p> | |
|--------------|-------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Issue 4: 15.11.2020 To include working during Lockdown 2

Prepared by: Colin Boughton (Caretaker Liaison Councillor)

Seen and accepted by: Richard Ginn (Eastry PC Caretaker)

Approved by: Eastry Parish Council

Held and updated by: Jo Jones (Clerk to EPC)

AS A GENERAL RULE;

Use the correct PPE provided, i.e gloves, hi viz vest, safety footwear, work trousers, eye protection where necessary

Use appropriate clothing for the weather conditions and task being undertaken.

Have available and use the correct equipment i.e litter pickers, plastic bags, dog waste bags, shovel, brush.

Consider all the risks and hazards in the area before starting, i.e traffic , uneven ground, thorny bushes, low branches, broken glass, possible needles etc

If in any doubt as to the activity being undertaken please ASK the Clerk or the Caretaker Liaison Councillor