

## Risk assessment

<b>Address</b>		<b>Any Green Space Area Managed or Maintained by DTC</b>								
<b>Work activity</b>		<b>Issuing of FPN's for dog fouling in public places</b>								
<b>Persons at risk</b>		Employee	✓	General public	✓	Others		Client personnel		
<b>Supporting requirements</b>		Method statement		COSHH assessment		PPE	✓	Permit to work		
<b>Hazards identified</b>										
<input checked="" type="checkbox"/> Approach to dog owners; dog walkers in relation to clearing dog fouling as witnessed. <input checked="" type="checkbox"/> Hazard from dog fouling in public places e.g. sports field; childrens play areas. <input checked="" type="checkbox"/> Violent or aggressive behaviour towards council ground staff in relation to matter; to include information on the issuing of fixed penalty notices .					<input checked="" type="checkbox"/> Failure by dog owners/dog walkers to notice warning signs. <input checked="" type="checkbox"/> Failure by owners/dog walkers to control dogs during interaction with council staff; leading to bite injury.					
<b>Calculation of risk</b>										
<b>Severity</b>		<b>Likelihood</b>			<b>Severity</b>			<b>Example;</b>		
1 – Minor injury 2 – Over 7 day injury 3 – Severe injury / death		1 – Unlikely 2 – Possible 3 – Probable						If <b>S</b> = 2 and <b>L</b> = 3 $2 \times 3 = 6 =$ Red, high risk  Adequate control measures are required		
<b>Before controls</b>		<b>After controls</b>			<b>Severity</b>			<b>Example;</b>		
					Green: Low risk Yellow: Medium risk Red: High risk			2 x 2 = 4 = Yellow = Medium risk  Adequate control measures as described below have been put in place but a degree of risk still exists which cannot be controlled.		
<b>Control measures to be implemented</b>					<b>Control measures to be implemented</b>					
<input checked="" type="checkbox"/> Ensure suitable fouling material bins and signs in place and visible; e.g. not behind overgrown hedges or trees. <input checked="" type="checkbox"/> All staff are to be warned about the dangers of the unpredictability of dogs during interaction. <input checked="" type="checkbox"/> Where dog fouling is witnessed and no attempt by owner or dog walker to clean up mess by use of a bag; a bag would be offered; with directions to the nearest bin designated for the purpose. <input checked="" type="checkbox"/> If dog owner/dog walker does not comply with request to clear fouling; request for name; address of the individual. <input checked="" type="checkbox"/> If not given; and dog owner or walker becomes aggressive; council staff member would be advised to step back and feedback information to the Council. <input checked="" type="checkbox"/> Worst case scenario; police involvement may be put into place; where prosecution could be the course of action.					<input checked="" type="checkbox"/> Report all incidents and record in the appropriate incident book. <input checked="" type="checkbox"/> Where the council staff member has been the subject of aggressive behaviour shown towards then during the course of their work; follow up discussion and support from Council to be put into place. <input checked="" type="checkbox"/> Staff to work in pairs and not to approach dog owner or dog whilst working on their own. <input checked="" type="checkbox"/> Staff to receive training from Keep Britain Tidy – Dog Fouling & Control. <input checked="" type="checkbox"/> Staff trained will receive an authorisation card issued by Stroud District Council.					
<b>Protective equipment / Systems</b>										
<b>Type</b>	<b>Overalls</b>	<b>Permit</b>	<b>Gloves</b>	<b>Face mask</b>	<b>Harness</b>	<b>Hearing</b>	<b>High vis</b>	<b>Head</b>	<b>Eye</b>	<b>Feet</b>
<b>Required</b>										
<b>Symbol</b>										
<b>Notes and additional information</b>										

<b>Completed by:</b>		<b>Date:</b>	
<b>Read and understood by:</b>		<b>Date:</b>	

### **Jacob's House**

Jacobs House is a converted period cottage over three floors which has two small areas available for meetings on the ground and second floors. Due to the layout of the building it does not meet the requirements of the Equalities Act 2010. The upper floors are only accessible by stairs.

The ground floor is available for meetings up to 6 persons.

The second floor is available for meetings up to 12 persons, but access is via two flights of stairs. There is no lift or alternative access to the second floor.

There is a fully compliant disabled toilet on the ground floor and a small toilet on the first floor. Access to the disabled toilet can be arranged with staff, but the first-floor toilet is only available when a key holder is present.

### **Dursley Town Council Meetings**

The Town Council confirmed at the meeting of the Policy & Finance committee on the 17<sup>th</sup> April 2018 that no meetings of council, committees or working groups where the general public were invited to attend would be held at Jacobs House due to the restricted access.

Jacob's House continues to be used for internal meetings and private meetings with other representatives and organisations in relation to council business.

### **Community Group Meetings**

Jacob's House is used free of charge by a small number of local community groups. The most regular users of Jacob's House are: Dursley in Bloom, Dursley Welcomes Walkers, Dursley Business Inclusive and the Greenway Project. It is normally the second-floor room that is used, with very infrequent use of the ground floor room. These groups know the restrictions of the building and the access constraints.

Dursley Town Council will remind all groups when booking the room of the access constraints and that any meetings which are open to the public the venue does not meet the requirements of the Equalities Act 2010.

The final decision on community meetings and the suitability of Jacobs House would be down to the individual organisation.

Dursley Town Council 2018/19

Bank Accounts Investments & Charges at:

**04-Dec-19**

<b>Bank Account</b>	<b>Balance</b>	<b>Date of Last Statement</b>	<b>Interest Rate</b>	<b>Interest Earned in 2018/19</b>
Barclays - Base Rate Reward	£ 254,261.54	30/10/2018	0.25%	£ 436.00
Lloyds Bank - Instant Access Account	£ 72,926.05	04/12/2018	0.01%	£ 22.17
Lloyds Bank - Electronic Tarriff Account (Business)	£ 3,266.41	04/12/2018	0.00%	£ -
	<b>£ 330,454.00</b>			<b>£ 458.17</b>

<b>Investments (Current)</b>	<b>Amount Invested</b>	<b>Start Date</b>	<b>End Date</b>	<b>Interest Rate</b>	<b>Interest Earned</b>
Public Sector Deposit Fund	£ 50,000.00	Continuous		0.30%	£ 191.41
Lloyds - Short Term Deposit - 1 month	£ 100,000.00	04/12/2011	04/01/2011	0.61%	
	<b>£ 480,454.00</b>				<b>£ 191.41</b>

<b>Investments (Completed)</b>	<b>Amount Invested</b>	<b>Start Date</b>	<b>End Date</b>	<b>Interest Rate</b>	<b>Interest Earned</b>
Lloyds - Short Term Deposit - 1 month (Completed)	£ 50,000.00	13/03/2018	13/04/2018	0.37%	£ 15.71
Lloyds - Short Term Deposit - 1 month (Completed)	£ 100,000.00	01/05/2018	01/06/2018	0.41%	£ 34.82
Lloyds - Short Term Deposit - 2 month (Completed)	£ 100,000.00	01/05/2018	02/07/2018	0.50%	£ 84.93
Lloyds - Short Term Deposit - 2 month (Completed)	£ 50,000.00	06/06/2018	06/08/2016	0.43%	£ 35.93
Lloyds - Short Term Deposit - 1 month (Completed)	£ 50,000.00	01/10/2018	03/11/2018	0.61%	£ 25.90
Lloyds - Short Term Deposit - 2 month (Completed)	£ 100,000.00	01/10/2018	03/12/2018	0.66%	£ 113.92
					<b>£ 311.21</b>

**Total Interest Earned in 2018/19**

**£ 960.79**

<b>Bank Charges</b>	<b>Charge</b>	<b>Date</b>	<b>Charge</b>	<b>Date</b>	<b>Charge</b>
Monthly Charge for Lloyds "Electronic Tariff" Account	12.07	Apr-18	12.07	Oct-18	12.82
	19.05	May-18	19.05	Nov-18	8.45
	13.84	Jun-18	13.84	Dec-18	16.71
	11.15	Jul-18	11.15	Jan-19	
	12.45	Aug-18	12.45	Feb-19	
	13.20	Sep-18	13.20	Mar-19	
				<b>Total</b>	<b>£ 119.74</b>