

Risk Assessment of Parish Council Assets

ASSETS	HAZARDS	RISK	CONTAINMENT
Millennium Footpath	Uneven surfaces	M	Regularly inspected and repaired when necessary
Pond	Falling in	L	A safety rail is in place Wide grassed surrounding area Regularly inspected
New Grass Crete	Now concrete so slip hazard reduced	L	Regularly inspected Notices erected when necessary
Trees-Registered Commons	Could become a danger to the public	M	Managed as per the Tree Management Policy
Trees - within Parish	Could become a danger to the public	M	Managed as per the Tree Management Policy
Bus shelters Public seats Notice boards Dog bins Litter Bins	Damage including vandalism Fire Injury General wear and tear Vandalism	M M L L M	- Regular maintenance - Insurance I - Regularly Maintained - Regularly checked
Defibrillators	Vandalism	L	Regularly checked
Office equipment	Clerk's Laptop in transit on official business	L	Kept in sight and not left unattended
Finance	Accidental loss Theft Dishonesty	L L	- Internal, independent & statutory audits - Fidelity insurance ¹ - No cash kept
Public liability	Claims for damage Dishonesty Abrogation of duty	L L L	Insurance ²
Area of Environment	Flooding - Area at low risk of flooding	L	Regular communication from Wiltshire Council Flood Working Group to identify any concerns
Data Protection	Loss of information	L	Hard copy and electronic data kept by the Clerk to be maintained (reviewed annually) and backed up regularly to an external drive which is kept under lock. Members to ensure all data kept is within the regulations.

- Monitoring Process:
- Annual review before each Annual Parish Meeting
 - Open policy on records of meetings, accounts, members interests
 - Regular reviews of assets and accounts

Insurance Levels:
(I) Items individually insured for sum listed in Insurance Schedule
Cover - £10,000,000