

Risk Assessment for Areas of Parish Council Responsibility

Approved 14 April 2025

ASSETS	HAZARDS	RISK SEVERITY	MITIGATION
Millenium Footpath	Uneven surfaces.	M	Regularly inspected and repaired when appropriate.
Pond	Falling in.	L	Safety rail. Wide grassed surrounding area. Regularly inspected.
Grasscrete outside school	Slip/trip hazard.	L	Regularly inspected. Notices erected if necessary.
Trees ,- registered commons	Falling branches.	M	Managed according to the Tree Management Policy.
Trees -other, within Parish			
Bus shelters Public benches Litter bins	Vandalism, fire, injury, general wear and tear.	M	Regular checks & maintenance Insurance.
Notice boards Dog bins		L	
Defibrillators	Vandalism.	L	Regularly checked. Insurance.
Office equipment	Clerk's laptop in transit on official business.	L	
Finance	Accidental loss. Theft Dishonesty	L	Internal, independent & Statutory audits. No cash held. Fidelity Insurance.
Public liability	Claims for damage. Dishonesty. Abrogation of duty.	L	Insurance.
Data Protection	Loss/corruption of information.	L	Hard copy and electronic data kept by Clerk & RFO to be maintained (reviewed annually) and backed up regularly to external, secured hard drives. Members to ensure all data kept is within 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:

- Items individually insured for sums listed in Insurance Schedule.
- Public liability cover for £10,000,000.