

SWETTENHAM PARISH COUNCIL
RISK ASSESSMENT

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 risks, isofar as is practically possible. This document has been produced to enable Swettenham Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

SUBJECT	RISKS(S) IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
Assets	Loss or damage Risk/damage to third party(ies) property	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Noticeboard Swettenham Club	Risk of Damage	L	The Parish Council currently has one Noticeboard. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with the correct procedures of the Council	Existing procedures adequate
Meeting Locations	Adequacy; Health & Safety	L/M	The Parish Council meets in a venue considered to have appropriate facilities for the Clerk, members and the general public	Existing procedures adequate
Council Records - paper	Loss through theft/fire/damage	L/M	The Parish Council records are currently stored at the home of the Clerk. Records include historical correspondence, minutes, insurance, bank records. The documents are stored in a lockable cabinet.	Damage (apart from fire) and theft is unlikely so provision is adequate
Council Records - electronic	Loss through: Theft, fire, damage or corruption of computer	L/M	The Parish Council records are stored on the Council laptop held with the Clerk at her home. Back up of electronic data is made at regular intervals and a copy is held on a USB flash drive by one of the Parish Councillors	Existing procedures adequate

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