

Fulking Parish Council Risk Assessment

Purpose of the Document

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:-

- Identify the areas to be reviewed
- Identify what the risks might be. Assess the level of risk. High=5 Low=1
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Physical Equipment or Areas				
Area	Risk	Risk Level	Management/Control of Risk	Action required
Assets	Loss or damage	3	An annual review of assets is undertaken for insurance provision and maintenance provisions. Maintenance on an ad hoc basis.	Set up a yearly maintenance check of all PC assets. Decide what needs to be followed up from weekly checks and clerk to action accordingly
	Damage to third party(ies) property	1	Weekly check of playground. Written records kept. Rospa annual check. Rospa also carry out a risk assessment of the playground.	
	Legal Liability as a consequence of asset ownership (playground)	1	Insurance in place	
Area	Risk	Risk Level	Management/Control of Risk	Action required

Council Records (paper)	Loss through Theft Damage.	1	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minutes and records such as insurance.	Damage and theft unlikely, therefore cover adequate. Older records to be archived. Smoke detectors checked weekly
	Fire	3	Clerk's house fitted with smoke detectors	
Council Records Electronic	Loss through theft, fire or damage	2	The Parish Council electronic records are stored on the Clerk's computer/memory stick and in a drop box account. Everything is backed up regularly. Emails printed out for record when necessary.	Emails & photo's to be printed out for records
	Corruption of computer	3	Monthly virus check	None
Liability				
Employer Liability	Comply with Employment Laws	1	Membership of SALC for the Council and SLCC for the clerk to advise as necessary	None
Legal Powers	Illegal activity	1	All activity to be resolved and minuted at the Parish Council meeting	None

Subject	Risk	Risk Level	Management/Control of Risk	Action required
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality Non Compliance with statutory requirements Business Conduct	2	Minutes and agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	None. Undertake adequate training. Members of PC to adhere to Code of Conduct
Members interest	Conflict of interest. Register of member interests	2	Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interest Forms to be reviewed at least on an annual basis and displayed on Parish website	None. Members take responsibility to update their register.

The information was agreed at the Parish Council meeting on October 11th 2012 and will be agreed annually as being a correct record

Signed

Chairman K Watson

Date 11/10/2012

Clerk A Dickson

Date 11/10/2012

Last updated 11/10/2012