**AMBERLEY PARISH COUNCIL**

**RISK ASSESSMENT – Updated January 2025**

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| **Parish Council land and property** | **RISKS:** |  |  |  | **MITIGATE BY:** |
|  | **Trespass** | **Total loss of property** | **Damage to property** | **Injury** |  |
| Recreation Ground, including benches | N/A | Low | Low | Very low | Insurance, maintenance, regular inspections by councillors. |
| Ham Piece, Amberley Wildbrooks | N/A | Low | Low | Very low | Insurance, inspections by councillors. |
| Bus shelter at Hurst Cottages & The Square | N/A | Low | Medium | Very low | Insurance. Regular inspections by councillors, maintenance. |
| Noticeboards | N/A | Low | Medium | Very low | Insurance. Regular inspections by councillors and Clerk, maintenance. |
| Playgrounds at Recreation Ground and Hurst Cottages | N/A | Low | Medium | Low | Insurance, annual playground inspections, weekly inspections by councillors, maintenance. |
| Basketball court at Recreation Ground | N/A | Low | Low | Low | Insurance, annual playground inspections, regular inspections by councillors, maintenance. |
| Litter Bin – Ruffs Path and Football Field | N/A | Low | Low | Very Low | Insurance, regular inspections by councillors. |
| Pond and surrounding land, including benches | N/A | Low | Medium | Very low | Insurance. Regular inspections by councillors and Pond warden, maintenance. |
| Car Park | N/A | Medium | Medium | Medium | Insurance. CCTV camera. Regular inspection by clerk and councillors. |
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| **Other assets** | **RISKS:** |  |  |  |  | **MITIGATE BY:** |
|  | **Total loss of property** | **Damage** | **Injury** | **Loss from premises** | **Financial loss** |  |
| Office equipment | Very low | Very low | Very low | Very low | Low | Insurance. Physical security. |
| Cash at bank | Low | N/A | N/A | Very low | Very low | Monthly bank reconciliations. Banks' liability insurance. |
| Admin. records | Very low | Very low | N/A | Very low | Very low | Back-up copies stored to One Drive.  Dormant records to archives.  Shredding of documents as appropriate. |
|  |  |  |  |  |  | Insurance  Tools kept in locked premises  Safety equipment used as appropriate Risk assessment done for each proposed task |
| Tools | Medium | Low | Low | Medium | Low |  |

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| **Personnel** | **RISKS:** |  |  |  | **MITIGATE BY:** |
|  | **Theft of property** | **Injury** | **Financial loss** | **Libel & Slander** |  |
| Clerk | Very low | Very low | Very low | Very low | Insurance, training, safe working conditions. Standing Orders and Financial Regulations, reviewed regularly, annual audit. |
| Councillors | Very low | Very low | Very low | Very low | Insurance, training, Code of Conduct. Standing Orders and Financial Regulations, reviewed regularly. |
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| **Operations** | **RISKS:** |  |  |  |  | **MITIGATE BY:** |
|  | **Total loss of property** | **Damage** | **Loss from premises** | **Injury** | **Financial loss** |  |
| Grounds maintenance | N/A | Very low | N/A | Low | N/A | Contracting out where financially possible. Checking annually that contractors (where used) have insurance. If completed by Councillor/volunteer, risk assessment carried out, all necessary health and safety measures undertaken. |
| Routine repairs | Low | Low | Low | Low | Low | Contracting out. Using approved or known contractors who are insured. If completed by Councillor/volunteer, risk assessment carried out, all necessary health and safety measures undertaken. |
| Major projects | Low | Low | Low | Low | Low | Contracting out. Using approved or known contractors who are insured. Checking competence of contractors and appointing committee to monitor progress. Standing Orders. |
| Financial activities | N/A | N/A | N/A | N/A | Very low | Insurance. Standing Orders and  Financial Regulations, reviewed regularly. Financial reporting to meetings. Monthly bank reconciliations signed bi-monthly at PC meetings. Internal and external audits. No petty cash kept. Clerk can make BACS payments up to £250 full details shown on financial report prepared for meetings. Two councillors authorise BACS payment/cheques over £250. |