**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.  |