

## Swanbourne Parish Council - Compiling a Risk Assessment Register

ITEM	RISK PROBABILITY	RISK CONTROL	DATE INSTIGATED/REVIEWED
Sports field	Low	Insurance, including Public Liability maintained by Playing Fields Committee (PFC) together with a requirement to maintain the property in good repair	Ongoing  Maintenance and repair undertaken on a regular basis by PFC
Tennis Court	Low	Insurance, including Public Liability Cover, arranged by PFC together with a requirement to maintain the property in good repair	Ongoing  Confirmation of renewal required from PFC
		The area is maintained and checked by volunteers.	
Village Hall	Low	Insurance, including Public Liability Cover, arranged by Swanbourne Village Hall Committee together with maintenance and repair of the building.	Confirmation of renewal for insurance cover required from VHC.  Maintenance and repair undertaken by Village Hall Committee on a regular basis
Village Benches	Low	Maintained and repaired by PC or Estate volunteers.	Ongoing
Parish Notice Boards	Low	Visual inspection by Clerk who would report any defects	Ongoing
Trees	Low	Checked and maintained on a regular basis by volunteers and Estate employees.	Ongoing
Safeguards against PC linked fraud		Cheques require two signatories	Ongoing
Street lights owned by Parish Council	Low	Maintenance and repair contract with E.on.	Ongoing  Maintenance undertaken on a quarterly basis together with an annual inspection of all street lights by contractors
War Memorial	Low	Covered by Parish Council insurance policy.	September 2015
		Maintenance undertaken by volunteers.	Ongoing
Parish Mower	Low	Covered by Parish Council insurance policy.	March 2014
		Serviced annually and repairs carried out as required.	Ongoing
Cash		The Parish Council does not hold any Petty Cash.	N/A
Employers Liability	Low	Covered by Parish Council insurance policy	?April 2016
Personal Accident to Councillors, Clerk, employee or voluntary worker	Low	Covered by Parish Council insurance policy	?April 2016
Libel and Slander	Low	Covered by Parish Council insurance policy	?April 2016
Legal Expenses	Low	Covered by Parish Council insurance policy	?April 2016
Legal Documents	Low	Kept in secure filing cabinet	Ongoing
Electronic Records	Low	Back up disc updated monthly and separate back up disc.	April 2016