**SHOULDHAM PARISH COUNCIL**

RISK ASSESSMENT AND MANAGEMENT

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| Area | Risk | Level | Control |
| ASSETS | Protection of physical assets | M | Insurance updated annually |
| Maintenance of physical assets | M | Buildings currently maintained on an ad hoc basis.  ROSPA inspection annually on play equipment |
| Security | M | Adequate locks on buildings. Regular checks made. |
| FINANCE | All financial dealings | M/L | Covered in Financial Regulations |
| LIABILITY | Risk to third party, property or individuals | M | Insurance in place, report possible hazards |
| Legal liability regarding play area | H | Insurance in place. Annual ROSPA inspection |
| EMPLOYER LIABILITY | Comply with Inland Revenue requirements | M | Internal auditor carry out annual check |
| LEGAL LIABILITY | Activities within legal powers | H | Clerk clarifies situations. Legal advice sought if necessary |
| Proper reporting & recording via minutes | M | Minutes approved at following meeting. Copies available on the Parish Council website, notice boards and from Clerk |
| Document Control | M | All documents relating and belonging to the Council in safekeeping of Clerk |
| COUNCILLOR PROPRIETY | Registers of Interest, gifts & hospitality in place | M | Declarations completed and in safekeeping of Clerk |