

LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL
Tel. 01284 787178

Roundstone House
Livermere Road
Great Barton
Bury St Edmunds
IP31 2SB

Lindsey Parish Council Risk Assessment

A Risk Assessment is an examination of working conditions, workplace activities and environmental factors undertaken by the Parish Council to enable any and all potential inherent risks in its activities to be identified.

Lindsey Parish Council will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This **Register** has been produced to enable the Parish Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimise them. The assessment will be reviewed on an annual basis.

Open Spaces & Parish Areas			
ITEM	RISK PROBABILITY	RISK CONTROL	DATE REVIEWED
Village Sign	Low	Insured and maintained by the Parish Council - Visual inspection by Village Hall Committee	December 2017
Parish Notice Boards x 2	Low	Visual inspection by Clerk who would report any defects	March 2018
Trees on Triangle by Village Hall	Low	Checked and maintained on a regular basis by volunteer Tree Warden	Ongoing
Village Triangles	Low	Covered by Parish Council insurance policy - Visual inspection by Clerk	March 2018

Tap on Village Triangle	Low	Visual inspection by a Parish Councillor. Cover by the Parish Council's insurance policy for public liability	?
Financial & Management			
Non-negotiable Money, Uncrossed Cheques & Cash held at Clerk's home	Low	Covered by Parish Council insurance policy. The Parish Council does not hold any Petty Cash.	September 2017 & March 2018
Employers Liability	Low	Covered by Parish Council insurance policy	September 2017 & March 2018
Personal Accident to Councillors, Clerk, employee or voluntary worker	Low	Covered by Parish Council insurance policy	September 2017 & March 2018
Libel and Slander	Low	Covered by Parish Council insurance policy up to £250k	September 2017 & March 2018
Legal Expenses	Low	Covered by Parish Council insurance policy	September 2017 & March 2018
Electronic Records	Low	Office 365 now used with Cloud Storage. Manual back-ups carried out on a monthly basis.	September 2017 & March 2018
Loss of money or goods caused by theft by employee - i.e. fraud or dishonesty	Low	Fidelity Guarantee provided by Parish Council insurance policy covers any Councillor and the Clerk up to £250k. Cheques require two signatories.	September 2017 & March 2018

Lindsey Village Hall - Charity No 304912	Low	Parish Council is the custodian trustee and has the custody of the trust property. The administration of the Charity is left in the hands of the charity trustees.	March 2018
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