

ODCOMBE PARISH COUNCIL
ANNUAL RISK ASSESSMENT

AREA	RISK	LEVEL	CONTROLS
Assets	Protection of physical assets	M	Equipment insured by Council Insurance, value reviewed annually. The office has door & window locks and is never left unsecured.
	Security of equipment	M	Office is secured at all times by Clerk
Liability	Risk to third party, property or individuals	M	Insurance in place. Play area checked weekly. Risk assessment of individual events carried out as appropriate.
	Legal liability as consequence of managing Odcombe play area	H	Insurance in place. Weekly checks of playgrounds and written records kept. Annual check of playground carried out by ROSPA or other qualified body. Risk assessment carried out when new equipment is purchased.
Employer Liability	Comply with Employment Law	M	Council is a member of SALC. A Grievance & Disciplinary Panel and an Appeal Panel elected annually. Clerk is member of SLCC.
	Comply with Inland Revenue requirements	M	Internal and external auditor carry out annual checks
	Safety of Clerk	M	Annual check of office
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary from SALC or other appropriate source.
	Proper and timely reporting via the Minutes	M	Council meets monthly and always receives and approves Minutes of previous meeting and any decisions made under Standing Orders. Minutes made available to public and press and published on Council web site.
	Proper document Control	M	Minutes to March 2001 to be deposited with SCC Archivist. Minutes and documents backed up regularly on cd rom and external hard-drive. A copy will be held separately from office, normally by Chairman.
Councillors propriety	Registers of Interests and gifts and hospitality	H	Register of interest completed. Gifts and hospitality to be recorded at each Council meeting. Agenda item twice per year.
Information Risk	Electoral Roll	M	SDDC provide an up-to-date electoral roll for the parish, solely for the purpose of establishing whether any person is entitled to attend and participate in a meeting of, or take any action on behalf of the parish. The electoral roll is held by the Clerk, taken to each meeting and kept securely at all other times.
	Computer	M	The Council computer is password protected. The password is kept by the Clerk and Chairman.
	Data Protection Act 1998	L	The Parish Council is registered under the Data Protection Act 1998 and the registration is renewed annually. Document/e-mail retention policy adopted.
Continuity	Absence of Clerk from the Office for a period exceeding one week	L	Should the Clerk be absent from work for more than one week, arrangements will be made for Parish Council post to be forwarded to the Chairman.