

GREAT LIVERMERE PARISH COUNCIL

CLERK TO THE COUNCIL
Tel. 01284 787178

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



Great Livermere 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.

Great Livermere 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 Great Livermere 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 carried out on a six monthly 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 Clerk who would report any defects	March 2016
Pump	Low	Insured and maintained by the Parish Council - visual inspection by Clerk who would report any defects	March 2016
Red Telephone Kiosk	Low	Insured and maintained by the Parish Council - visual inspection by Clerk who	March 2016

		would report any defects	
War Memorial on Triangle at Church Road	Low	Checked and maintained on a regular basis by volunteer from the Parish	Ongoing
Bus Shelter	Low	Insured and maintained by the Parish Council - visual inspection by Clerk who would report any defects	March 2016
Play Equipment	Low	Insured and maintained by the Parish Council - visual inspection by St Edmundsbury Parks Department who report defects to Clerk	Monthly
Junior Goal Posts	Low	Insured and maintained by the Parish Council - visual inspection by St Edmundsbury Parks Department who report defects to Clerk	Monthly
Seats / Benches 5 in total	Low	Insured and maintained by the Parish Council - visual inspection by Clerk who would report any defects	March 2016
Parish Notice Boards x 2	Low	Visual inspection by Clerk who would report any defects	March 2016
Litter Bins x 2	Low	Visual inspection by St Edmundsbury Waste Department who report defects to Clerk	March 2016
Dog Bins x 4	Low	Visual inspection by St Edmundsbury Waste Department who report defects to Clerk	March 2016
Entry Signs to the Village - Troston Road	Low	Visual inspection by Clerk who would report required works to Highways/landowner	March 2016

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.	March 2016
Employers Liability	Low	Covered by Parish Council insurance policy	March 2016
Personal Accident to Councillors, Clerk, employee or voluntary worker	Low	Covered by Parish Council insurance policy	March 2016
Libel and Slander	Low	Covered by Parish Council insurance policy up to £250k	March 2016
Legal Expenses	Low	Covered by Parish Council insurance policy	March 2016
Electronic Records	Low	Back up hard-drive updated bi-monthly and stored separately in Clerk's home	March 2016
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.	March 2016
Great Livermere Village Hall - Charity No	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 2016

