

ACTIVITY	HAZARD	RISK	SEVERITY	ACTION TAKEN / MONITOR	BY WHOM	REVIEW date
INSURANCE Employer's liability	injury to employees	LOW	LOW	Council insurance policy	Council	May 2018
Fidelity guarantee	mishandling money	LOW	MEDIUM	Council insurance policy	Council	May 2018
Finance	Security of accounts	LOW	MEDIUM	Checks by internal auditor, Annual external audit.	Council	May 2018
	Accounting procedures	LOW	MEDIUM	Comply with Governance and Accountability for Local Councils NALC 2010.	Clerk	
	Handling cash	LOW	LOW	Clerk not cheque signatory.	Clerk	
	Financial controls and records	LOW	MEDIUM	Prompt banking.	Council	
	Comply with VAT & PAYE regulations	LOW	MEDIUM	Council receives detailed budgets in Nov. Precept derived directly from this. Expenditure against budget reported to Council April and Nov.		
	Sound budgeting to underlie annual precept	LOW	MEDIUM			
Public liability				Council insurance policy	Council	May 2018
Village Hall	injury to public	LOW	MEDIUM	Village Hall insurance policy; regular checks and maintenance; not PC property.	V.H. Comm.	May 2018
Electrical appliances		LOW	MEDIUM		V.H. Comm	
Pavilion	injury to public	LOW	MEDIUM	BRIG insurance policy; regular checks and maintenance; not PC property.	BRIG	May 2018
Electrical appliances		LOW	MEDIUM		BRIG	
Playground	injury/safety of play equipment	LOW	LOW	Council insurance policy	Council;	May 2018
Leys		LOW	LOW	weekly inspection, annual inspection . Log book.	approved inspector;	
Church Close		LOW	LOW	Public Access statement.	Clerk	
Trees	damage, possible injury	LOW	MEDIUM	Check, if damage reported; annual log with Clerk.	Clerk	May 2018

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Events	injury, liability	LOW	LOW	Hirers must have public liability insurance	Clerk	May 2018
Clerk's office	injury, damage	LOW	LOW	Council insurance policy	Council	May 2018
Buildings, contents	loss, damage	LOW	MEDIUM	Council insurance policy	Council	May 2018
Structures	loss, damage	LOW	MEDIUM	Assets Register kept updated	Clerk	May 2018
Legal Liability	Ensuring activities are within legal powers.	LOW	MEDIUM	Clerk. Legal advice to be sought where necessary.	Clerk	May 2018
	Proper and timely reporting via the Minutes.	LOW	MEDIUM	Council approves Minutes of meetings monthly, made available to press and public via web site and notice board.	Clerk	May 2018
	Proper document control	LOW	MEDIUM	Leases and legal documents in Clerk's filing cabinet. Key documents, deeds etc copied. Other data storage to comply with Data Protection Act.	Clerk	May 2018
	Register of Interests in place.	LOW	MEDIUM	Register of interest completed and lodged with SCDC. Annual update. Cambs. Code of Conduct adopted May 2016.	Council Clerk	May 2018
Defamation	libel, slander	LOW	LOW	Council insurance policy	Council	May 2018
Accidents to Council members	injury	LOW	LOW	Council insurance policy	Council	May 2018
Volunteers		LOW	LOW	Council insurance policy		
Professional Indemnity	giving negligent advice	LOW	LOW	Council insurance policy	Council	May 2018
EMPLOYEES						May 2018
Lone workers	appointments with public	LOW	LOW	Usually in public place, or councillor present	Clerk	May 2018
	security	LOW	LOW	Normal home security	Clerk	

ACTIVITY	HAZARD	RISK	SEVERITY	ACTION TAKEN / MONITOR	BY WHOM	REVIEW date
Safeguarding	Safeguarding Children Policy	LOW	MEDIUM	In place	Clerk	May 2018
Vulnerable Adults	Vulnerable Adults Protection Policy	LOW	MEDIUM	In place	Clerk	May 2018
Office environment	Lighting, wiring, electrical equipment. Filing system	LOW	MEDIUM	Regular maintenance by approved electrical contractor	Clerk	May 2018
		LOW	LOW	Annual check of facilities	Chair	
Fire & theft	Loss of data	LOW	MEDIUM	Backed up weekly Fireproof cabinets for key items Older items for archiving	Clerk Clerk Clerk	May 2018
Village maintenance	Injury while working	LOW	LOW	Fluorescent jacket issued, take safety precautions, preferably accompanied.	Clerk	May 2018
Gritting	Injury, damage	LOW	LOW	Volunteer gritters trained and insured by Cambs CC.	Clerk	May 2018
Motor vehicles	Accident, damage	LOW	MEDIUM	covered by Clerk's insurance	Clerk	May 2018
Driving , cycling, walking	Safety	LOW	LOW	Observe rules of Highway Code, proceed with caution.	Clerk	May 2018
DELEGATED Grass cutting BeaVers Paths Partnership Community Service Litter collection	RESPONSIBILITIES injury, safety	LOW LOW LOW LOW LOW	MEDIUM LOW LOW LOW LOW	Ensure all contractors and operators have own risk assessment and insurance, cf. current County & District guidelines.	Clerk Contractor supervisor Cambs CC Supervisor SCDC	May 2018