

Harrietsham Parish Council - Risk Assessment			November 2023	
<u>Risk Status</u>	<u>Risk Description</u>	<u>Possible Problem</u>	<u>Internal audit safeguards</u>	<u>Recommendations/Checks</u>
ASSETS				
Low	Office equipment:			Annual inspection and
	Computer, printer,fax,cabinets	Theft or fire		insurance cover
Moderate	Pilgrims Way Sculpture	Theft/damage		Maintenance and review insurance annually
	Sign Board, Picnic Table			& Annual inspection
Moderate	Bus shelters, seating, planters	Damage, theft or fire		Review insurance annually
	litter bins			
Moderate	Street lights / Village sign	Vandalism / Theft / RTA's		Review insurance annually & Annual inspection
Moderate	Fencing	Vandalism / Theft / RTA's		Maintenance and review insurance annually
Low	Any land/amenity	Vandalism	Annual checks on lifebelts	Maintenance and annual review
	(Lake / Glebe / Allotments/Tears Meadow)		gates, fencing, trees & signage	of insurance
			Contractor to inspect Lifebelts	
			On each maintenance visit	
			5yr Check of trees in Woodlands	
			Walk	
Moderate	Cemetery	Vandalism/ damage		Annual Checks of gates, fencing & trees.
Moderate	Parish Office/Surgery	Damage, theft or fire		Review insurance annually
Low	Work Alone Policy	Injury, Theft		Locking and Unlocking
				<i>Procedures to be followed</i>
Low	Employees	Injuries		All necessary PPE to be issued to Employees
				Management of Breaks and workloads.
3rd PARTY				
Moderate	Street cleaning and environment			Annual cover review
	services			
Low	Loss of petty cash	Theft or dishonesty	Check annually	
Moderate	Legal liability	Consequence of poor		Annual cover review
		asset maintenance		