

PARHAM PARISH COUNCIL

RISK ASSESSMENT 2025 - 2026

Parish Council land and property	RISKS:				MITIGATE BY:
	Trespass	Total loss of property	Damage to property	Injury	
Four Noticeboards	N/A	Low	Medium	Very low	Insurance. Regular inspections by Clerk, maintenance.
Parish Maps	N/A	Low	Low	N/A	Insurance. Inspections by Clerk and Parham House owner.
5 x cast iron fingerposts	N/A	Low	Low	Low	Insurance.
2 x Telephone kiosks	N/A	Low	Medium	Low	Insurance. Inspections by Clerk and Councillor, maintenance

Defibrillator	N/A	Medium	Medium	Low	Insurance, inspections by dedicated person to check on expiry dates for pads and battery
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Other assets	RISKS:					MITIGATE BY:
	Total loss of property	Damage	Injury	Loss from premises	Financial loss	
Office equipment	Very low	Very low	Very low	Very low	Low	Insurance. Physical security.
Cash at bank	Low	N/A	N/A	Very low	Very low	Monthly bank reconciliations. Banks' liability insurance.
Admin. records	Very low	Very low	N/A	Very low	Very low	Back-up copies stored to One Drive. Dormant records to archives. Shredding of documents as appropriate.

Personnel	RISKS:				MITIGATE BY:
	Theft of property	Injury	Financial loss	Libel & Slander	
Clerk	Very low	Very low	Very low	Very low	Insurance, training, safe working conditions. Standing Orders and Financial Regulations, reviewed regularly, annual audit.

Councillors	Very low	Very low	Very low	Very low	Insurance, training, Code of Conduct. Standing Orders and Financial Regulations, reviewed regularly.
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Operations	RISKS:					MITIGATE BY:
Routine repairs	Total loss of property Low	Damage Low	Loss from premises Low	Injury Low	Financial loss Low	Contracting out. Using approved or known contractors who are insured. If completed by Councillor/volunteer, risk assessment conducted, all necessary health and safety measures undertaken.
Major projects	Low	Low	Low	Low	Low	Contracting out. Using approved or known contractors who are insured. Checking competence of contractors and appointing working party to monitor progress.
Financial activities	N/A	N/A	N/A	N/A	Very low	Insurance. Standing Orders and Financial Regulations reviewed regularly. Financial reporting to meetings. Internal audit. No petty cash kept. Clerk can make BACS payments up to £500 full details shown on financial report for PC meetings. Two councillors authorise all cheques/BACS over £500.

