

Wix Parish Council Risk Assessment

Risk	Risk Probability	Control Measures	Review date
Playing Field	low	Insurance, ongoing maintenance	Ins: July
Play Area	low	Insurance, weekly visual inspection by PC, annual inspection by professional company	Ins: July Annual Check June/July weekly check, see book.
Village benches	low	Visually inspected, maintained by PC/volunteers	ongoing
Trees	low	Visually inspected. Need a formal tree inspection/survey	Visual inspection by tree wardens. Formal survey completed. Work ongoing
War Memorial	low	Basic cleaning/maintenance carried out by PC/volunteers	ongoing
Parish notice board	low	Visually inspected by Clerk. Issues reported to PC for repair	ongoing
Difibrillators	low	Visually inspected by assigned volunteer. 6 monthly check for pads and battery	ongoing
Street lighting	low	Insurance, repair and maintenance contract with Kier	Ins: July
Parish Mower	low	Insurance, serviced annually	Ins: July Service: Dec/Jan
Mowing volunteers	low		
Banking	low	Bank accounts with Barclays, Financial Regs. 6 monthly/quarterly portfolio holder check- bank statements etc	Financial regs: May
Financial records	low	Financial Regs	Financial regs: May
Budgeting	low	Budgets produced late autumn. Precept derived from the budget.	
Petty cash	low	Held in locked box with Clerk. Petty cash record/receipts held	ongoing

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Documents (paper)	low	Documents stored with clerk or at the Essex Records Office, in line with appropriate document retention period.	ongoing
Documents (electronic)	low	Automatic backup to cloud	immediately
Employer liability	low	Insurance	Ins: July
Personal accident to clerk, councillors, volunteers	low	Insurance Activity specific risk assessments.	Ins: July
Losing a councillor	medium	Legal process to follow, resulting in a by-election or co-option. Where the council in not quorate, TDC may fill the posts.	ongoing
Comply with employment law	low	Clerk has a legal contract, member of the SLCC, PC members of NALC/EALC	ongoing
Losing the Clerk	medium	Data all filed in a 'sensible' manner on the PC. A competent clerk could pick up from laptop and files. Access to IT/sites etc held with the chair in a secure file.	Ongoing. Was tested in July 2014 when the clerk went on maternity leave.
Insurance			July- To review figures and increase cover July 2018
GDPR	low	Date audit and Impact Assessment to be carried out.	Ongoing- with governance review annually.