

# CARLTON PARISH COUNCIL

## 2016 RISK ASSESSMENT

<b>Key risk facing Council</b>	<b>Potential consequences if risk occurs</b>	<b>Measures taken</b>
Loss of cash payments	Loss of cash	All payments to be made by cheque
Loss of cash income	Loss of cash	Payments will normally be by cheque or bank transfer, exceptions will be given a receipt and banked within 72 hours
Non payment of Precept	Loss of balances	RFO to check bank statements in May and October to verify that requested amount has been paid
Damage to footway lighting or VAS by unknown vehicles	Cost of replacement	Covered by insurance
Damage to Community Shelter and or members of the public	Cost of repair Cost of damages	Monthly check by Council Covered by insurance (Public Liability)
Deterioration/unknown damage to footway lighting or Vehicle Activated Speed Signs	Potential for lamps to fall off or columns to fall over and damage property or cause injury to people	PC contractor (see below) to check and report condition of lights biannually and if a repair is undertaken the PC to order action as relevant to risk (ie; immediate if dangerous)
Repairs/renewals of footway lighting lamps and columns	Danger of electricity to contractor and public	Employ professional contractor with insurance and certificate of competency
Mowing grass verges/ cemetery/ golden garden by contractor(s)	Advise contractor(s) of dangers and offer safety advice	Employ professional contractor with insurance. Follow safety instructions from mower manufacturer
Maintenance and cleaning of Parish footways	Potential for public injury	Covered by insurance
Maintenance and upkeep of cemetery and chapel	Potential for public injury	Covered by insurance. Check and report on the condition of the chapel annually. Employ a professional contractor for maintenance and assessment of headstone safety