



AXMOUTH PARISH COUNCIL

CLERK:
BECKI DAVEY
2 WESSITERS
SEATON
EX12 2PJ
TEL: 07895 910543

Risk Assessment Procedures

Aims :-

- 1) Identify Key Risks
- 2) Identify Consequences
- 3) Measures taken to reduce, avoid or control risk

1) Key Risks

- Damage to council assets.
- Theft of Council assets.
- Injury to the public or employees etc from any Council assets
- Loss of Council records paper or electronic.
- Financial Risks
- Use of contractors

2) Consequences

- Costs to the Council of repair of assets.
- Costs of replacement of assets.
- Public Liability compensation claims.
- Cost of recovering lost data.
- Loss of reputation.
- Consequential loss.
- Loss of cash.

3) Measures in place to reduce risk

- Update Asset Register as appropriate.
- Regular monitoring of council assets – benches, picnic tables, Coronation Corner etc for damage, deterioration or dangers. Individual Councillors have agreed to monitor assets allocated to them, reporting any defects found to the Clerk to arrange suitable repairs. A report confirming results of this monitoring to be an agenda item quarterly in March, June, September and December.
- Formal review of Asset Register and Risk assessment to be an agenda item annually in May.

NB. Bus shelters in Church and Chapel St – there is a very grey area about these. DCC have built them but now consider the maintenance to be down to APC. In the past these have been repaired by DCC.

- Legal Liability - annual review of insurance arrangements to ascertain existence of adequate cover.
- Cost of Repairs – the Council will allocate an amount in the annual precept for repairs and replacements.
- Loss of Council Records - Clerk to make regular backups of computer information onto an external hard drive. Review of old records for archiving. The Councils insurance policy does cover an amount for the cost of data retrieval if the computer fails.
- Loss of Cash - this is not a major risk as the Council has virtually no income apart from the precept. No cash is held by the Clerk.
- Loss of Reputation - Councillors to be reminded of the need to adhere to the Code of Conduct and update the Register of Interests on a regular basis.
- Professional Services - the Council employs few contractors but should ensure an open and fair tendering process and validate qualifications and PL Insurance cover before allocating any contract.