

COBHAM PARISH COUNCIL
RISK ASSESSMENT

Cobham Parish Council has identified risks to areas over which it has total and direct control. Action in place is recorded which includes insurance. Insurance cover is reviewed annually and is adjusted according to need. This document will be reviewed annually at the beginning of the financial year.

Item	Risk	Action
<u>Equipment</u> Play Equipment - Cobham Recreation Ground	Wear and tear Vandalism. Loss. Personal injury by members of the public.	Inspected regularly by Gravesham Borough Council. Annual Inspection organised by GBC. Covered by Insurance. Covered by Insurance. Covered by Insurance.
Benches	Wear and tear. Vandalism Loss. Personal injury by members of the public.	Maintenance and Repairs carried out by Cobham Parish Council as and when required. Covered by Insurance. Covered by Insurance. Covered by Insurance.
Noticeboards x 2	Wear, tear & vandalism. Personal injury by members of the public.	Maintenance and Repairs carried out by Cobham Parish Council as and when required. Covered by Insurance.
Defibrillators x 3	Wear and tear Vandalism.	Maintenance and Repairs carried out by Cobham Parish Council as and when required. Covered by Insurance.
<u>Property</u> Parish Pump	Wear and tear. Vandalism. Loss. Personal injury by members of the public. Vehicle impact	Maintenance and Repairs carried out by Cobham Parish Council as and when required. Covered by Insurance. Covered by Insurance. Covered by Insurance.

Wall behind Parish Pump	Wear and tear. Vandalism. Loss. Personal injury by members of the public. Vehicle impact	Maintenance and Repairs carried out by Cobham Parish Council as and when required. Covered by Insurance. Covered by Insurance
Recreation Ground Car Park	Wear and tear Vandalism. Personal injury by members of the public.	Frequent Inspections carried out by Cobham Parish Council. Covered by Insurance. Covered by Insurance.
Recreation Ground	General upkeep of perimeter fencing, including that surrounding Children's Play Area. Personal injury by members of the public	Cobham Parish Council carries out frequent inspections and general maintenance. Grass mowing carried out by Cobham Sports Association. Covered by Insurance.
Children's Play Area	Wear and tear Vandalism. Personal injury by members of the public.	Inspected regularly by Cobham Parish Council. Equipment owned by Parish Council. GBC organises Annual Inspection. Grass mowing organised by Cobham Parish Council. Covered by Insurance. Covered by Insurance.
Cobham Tennis Courts	Wear, tear & vandalism. Personal injury by members of the public.	Responsibility of Cobham Tennis Club.
Cobham Sports Pavilion	Wear, tear & vandalism. Personal injury by members of the public.	Responsibility of Cobham Sports Association.
Cobham Bowls Club	Wear, tear & vandalism. Personal injury by members of the public.	Responsibility of Cobham Bowls Club.
War Memorial – Cobham	Wear and tear	Inspections and general maintenance carried out

	Vandalism. Personal injury by members of the public. Vehicle impact	where necessary. Covered by Insurance. Covered by Insurance.
Speed Indicator Device	As Above	Covered by Insurance
War Memorial - Ifield	Wear and tear Vandalism. Personal injury by members of the public. Vehicle impact	Inspections and general maintenance carried out where necessary. Covered by Insurance. Covered by Insurance. Covered by insurance
Sweeps Hole Pond Water Meadow	Wear and tear Personal injury by members of the public.	Regular maintenance carried out by specialist company. Covered by Insurance
----- Cobham Public Toilets	----- As above	----- Covered by insurance
<u>Computer Equipment/ Software</u>	Wear and tear. Loss. Accidental damage. Personal injury.	Covered by Insurance. Covered by Insurance. Covered by Insurance.
<u>Contractors</u>	Competence.	Use only reputable and properly insured contractors.
<u>Footpaths</u>	Damage reported to Footpaths Officer	Covered by Insurance.
<u>Personnel</u> Parish Clerk	Personal Injury	Covered by Insurance.
Maintenance Person	Personal Injury	Covered by Insurance.
Parish Councillors	Personal Injury	Covered by Insurance.
<u>Financial</u> Keeping proper financial records	Keeping proper financial records in accordance with Statutory requirements. Ensuring all business activities are within legal powers applicable to Local Councils.	Regular scrutiny of financial records and proper arrangements for the arrangement of expenditure. Recording in the minutes the precise powers under which the expenditure is being approved.

	<p>Ensuring that all requirements are met under employment law and Inland Revenue Regulations.</p> <p>Ensuring all requirements are met under Customs and Excise regulations (especially VAT).</p> <p>Ensuring the adequacy of the annual precept within sound budgeting arrangements. Ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137.</p> <p>Proper, timely and accurate reporting of Council business in the minutes. Responding to electors wishing to exercise their rights of inspection.</p> <p>Proper document control. Register of Members' Interests and Gifts and Hospitality in place, complete, accurate and up-to-date.</p>	<p>Contract of employment for Parish Clerk. Regular returns of VAT. PAYE in place for Parish Clerk.</p> <p>Cobham Parish Council obtains three quotations before awarding contracts over £500.</p> <p>All cheques countersigned by 2 councillors in addition to the clerk.</p> <p>Cheques ratified at council meetings.</p> <p>Minutes properly numbered and paginated with Master Copies kept in safekeeping. Clerk displays proper notice supplied by Audit Commission.</p> <p>Declaration of interest on the agenda at each parish council meeting.</p>
<u>Major Disaster</u>	Severe loss of amenities/services in the Parish of Cobham.	All available Councillors to form Emergency Committee to identify resources and urgent needs, arranging for their implementation. See emergency plan.

Cobham Parish Council approved the above Risk Assessment Document during the Parish Council meeting held on Monday 14 May 2018.

Signed (Chairman)
Signed.....(Councillor)