

**Flagg Parish Council : Risk Assessment Register**

<b>Item</b>	<b>Risk Probability</b>	<b>Risk Control</b>	<b>Date Reviewed/Comments</b>
Car Park including signage, money donations box and padlock	Low	Annual condition inspection. Insurance cover in place with Zurich..	18/5/2024
Village Seat	Low	Annual inspection. Insurance cover in place with Zurich.	April 2024 – inspected and maintenance required including repair/revarnish. Resident Steve Trowbridge to action. PC to monitor progress
Parish Council Noticeboard	Low	Annual condition and security inspection. Insurance cover in place with Zurich.	18/5/2024
Former telephone kiosk repurposed as defibrillator housing	Low	Annual condition inspection. Insurance cover in place with Zurich.	18/5/2024
Defibrillator and Enclosure	Low	Annual condition inspection. Insurance cover in place with Zurich.	May 2024: battery and pads replaced. General check-over. Resident Stephen Trowbridge has assumed responsibility for maintenance.
Two digital cameras with accessories	Low	Held by Councillor Capper. No longer in use. Insurance cover in place with Zurich.	18/5/2024
5 x speed awareness road signs	Low	Annual condition and security inspections. Insurance cover in place with Zurich.	18/5/2024
Year 2000 marker stone and sun dial	Low	Annual condition inspection. Insurance cover in place with Zurich.	May 2024

<b>Financial and Management</b>			
Loss of money or goods caused by theft by employee – i.e. fraud/dishonesty	Low	Two from three bank authorised signatories required to sign cheques. Insurance cover in place with Zurich.	Reviewed April/May 2024, including NatWest, and Zurich renewal due June 2024.
Cash held by chair	Low	Held on trust and recorded by clerk in accounting records.	May 2024 – current cash holding less than £4 (excluding car park donations currently in donations box).
Public liability, Employer’s liability, Libel and Slander, Money, Fidelity Guarantee (fraud or dishonesty by employee), Personal Accident & Legal Expenses	Low	Insurance cover in place with Zurich. Public liability £12m, Employer’s Liability £10m), ( <b>Contents cover £12k – review</b> ), Libel and Slander £250k, Fidelity Guarantee £250k, Personal accident £500k any one person & £2m any one incident. Legal expenses £250k. Non-negotiable money £250k, Loss of Money up to £250k depending on circumstances.	Reviewed May 2024. Renewal due June 2024
Legal documents	Low	All PC documents held by chair/clerk. Insurance cover in place with Zurich under contents.	Renewal due June 2024
Electronic records	Low	Electronic records held by chair/clerk. Insurance cover in place with Zurich under contents.	May 2024 – chair backs-up data to secure Google Cloud storage