

## RISK ASSESSMENT REGISTER

ITEM	RISK PROBABILITY	RISK CONTROL	DATE REVIEWED
Sports field	Low	Insurance, including Public Liability Cover, arranged by Medbourne Sports Club under the terms of the lease together with a requirement to maintain the property in good repair	Confirmation of renewal for insurance cover being obtained from the Sports Club October 2011  Maintenance and repair undertaken on a regular basis by Sports Club
Tennis Courts	Low	Insurance, including Public Liability Cover, arranged by Medbourne Tennis Club under the terms of the lease together with a requirement to maintain the property in good repair	Confirmation of renewal for insurance cover received from Tennis Club October 2011  Maintenance and repair undertaken on a regular basis by Tennis Club
Bowls Green	Low	Insurance, including Public Liability Cover, arranged by Medbourne Bowls Club under terms of the lease together with a requirement to maintain the property in good repair.	Confirmation of renewal for insurance cover received from Bowls Club October 2011  Maintenance and repair undertaken on a regular basis by Bowls Club
The Hollow Conservation Area	Low	Public Liability Cover included in Parish Council insurance policy. As the area includes a pond it was discussed with the Parish Council insurers, as a result of which a lifebelt and warning signs were erected.  The area is maintained and checked by volunteers.	Ongoing
Village Hall	Low	Insurance, including Public Liability Cover, arranged by Medbourne Village Hall Committee together with maintenance and repair of the building.	Confirmation of renewal for insurance cover received from Village Hall Committee October 2011.  Maintenance and repair undertaken by Village Hall Committee on a regular basis

Village Benches	Low	Maintained and repaired by a volunteer.	Ongoing
Parish Notice Boards	Low	Visual inspection by Clerk who would report any defects	Ongoing
Trees	Low	Checked and maintained on a regular basis by volunteer Tree Warden	Ongoing
Loss of money or goods caused by theft of employee ie fraud or dishonest	Low	Fidelity guarantee insurance provided by Parish Council insurance policy covers any Councillor, Clerk or employee.  Cheques require three signatories	May 2011
Street lights owned by Parish Council	Low	Covered by Parish Council insurance policy.  Maintenance and repair contract with E.on.	May 2011  Maintenance undertaken on a quarterly basis together with an annual inspection of all street lights by contractors
War Memorial	Low	Covered by Parish Council insurance policy.  Maintenance undertaken by volunteers.	May 2011  Ongoing
Parish Mower	Low	Covered by Parish Council insurance policy.  Serviced annually and repairs carried out as required	May 2011 Serviced Jan 2011. Repairs undertaken July 2011
Non-negotiable Money  Negotiable Cash/Uncrossed cheques held at Clerk's/Councillors home	Low	Covered by Parish Council insurance policy up to £250,000  Although the Parish Council does not hold any Petty Cash, fundraising money from Village Teas & donations are totalled by the relevant fundraising organization and handed to the Clerk for banking. The amounts	May 2011

		involved are relatively small and are within the limit of £350 covered by the Parish Council's insurances for monies held in the private dwelling of any Councillor or Clerk. Such monies are only held for a couple of days until banked.	
Employers Liability	Low	Covered by Parish Council insurance policy	May 2011
Personal Accident to Councillors, Clerk, employee or voluntary worker	Low	Covered by Parish Council insurance policy	May 2011
Libel and Slander	Low	Covered by Parish Council insurance policy	May 2011
Legal Expenses	Low	Covered by Parish Council insurance policy	May 2011
Legal Documents	Low	Kept in safe	May 2011
electronic Records	Low	Back up disc updated monthly and separate back up disc kept off site	May 2011