

GLAPWELL PARISH COUNCIL

RISK ASSESSMENT & MANAGEMENT

Activity: **Functionality of the Parish Council**

Risk	Risk Effect	Severity	Probability	Risk Level	Control Measures	Residual Risk	Further Action & Comments
Illness or Resignation.	Disruption in administration of Council business.	Serious	Likely	H	Ensure all files are 'backed up' on a monthly basis. Ensure both Chair and Secretary are briefed on all systems.	M	Ensure role descriptions and generic vacancy adverts are prepared and available for all posts.
Absence of Maintenance Personnel.	Planned and essential maintenance could be delayed or not carried out	Moderate	Likely	M	Ensure suitable cover is available on work rotas and overtime facilities are available.	L	Ensure all job descriptions include for overtime working and the provision of emergency cover. Take out Accident Insurance
Accident to Council Member/s traveling to meetings.	Injury and absence from meetings.	Minor	Possible	L	Take out Accident Insurance.	L	Review cover on an Annual basis.
Final Assessment By Ensuring all Control Measures are implemented the Overall Risk impacting on the Functionality of the Parish Council can safely be considered as:-						Low	

Name: Nicki Senior
Position: Clerk
Date 04/03/21

Review March 2022