

Harrietsham Parish Council - Risk Assessment				November 2024
Risk Status	Risk Description	Possible Problem	Internal audit safeguards	Recommendations/Checks
ASSETS				
Low	Office equipment: Computer, printer, fax, cabinets	Theft or fire		Annual inspection and insurance cover
Moderate	Remix instruments, lights, electronics, computers etc	Damage, theft or fire		Annual inspection and insurance cover
Moderate	Pilgrims Way Sculpture Sign Board, Picnic Table	Theft/damage		Maintenance and review insurance annually & Annual inspection
Moderate	Bus shelters, seating, planters litter bins	Damage, theft or fire		Review insurance annually
Moderate	Street lights / Village sign	Vandalism / Theft / RTA's		Review insurance annually & Annual inspection
Moderate	Fencing	Vandalism / Theft / RTA's		Maintenance and review insurance annually
Low	Any land/amenity (Lake / Glebe / Allotments/Tears Meadow)	Vandalism	Annual checks on lifebelts gates, fencing, trees & signage Contractor to inspect Lifebelts On each maintenance visit 5yr Check of trees in Woodlands Walk	Maintenance and annual review of insurance
Moderate	Cemetery	Vandalism/ damage		Annual Checks of gates, fencing & trees.
Moderate	Parish Office/Surgery	Damage, theft or fire		Review insurance annually
Low	Work Alone Policy	Injury, Theft		Locking and Unlocking <i>Procedures to be followed</i>
Low	Employees	Injuries		All necessary PPE to be issued to Employees Management of Breaks and workloads.
3rd PARTY				
Moderate	Street cleaning and environment services			Annual cover review
Low	Loss of petty cash	Theft or dishonesty	Check annually	
Moderate	Legal liability	Consequence of poor asset maintenance		Annual cover review