## GLAPWELL PARISH COUNCIL RISK ASSESSMENT & MANAGEMENT

**Activity:** Functionality of the Parish Council

Risk	Risk Effect	Severity	Probability	Risk Level	Control Measures	Residual Risk	<b>Further Action &amp; Comments</b>
Illness or Resignation.	Disruption in administration of Council business.	Serious	Likely	Н	Ensure membership of DALC to provide temporary cover. Ensure all files are 'backed up on a monthly basis. Ensure both Chair and Secretary are briefed on all systems.	М	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 <b>Control Measures</b> are implemented the <b>Overall Risk</b> impacting on the	
I mai Assessment	by Ensuring an Control Measures are implemented the Overan Misk impacting on the	
Functionality of the I	Parish Council can safely be considered as:-	Low

Name: Nicki Senior

**Position: Clerk** 

Date 24th February 2022

**Review February 2023**