

Buckden Parish Council Risk Assessment 2016/17
Asset Register Risk Assessments

Sheet Number

Risk/Asset Number	ASSET	Quantity	Value (Purchase Price ???)	Estimated resale value at 31/3/17	Supplier	RISK	ACTION	ACTION BY	CHECK FREQUENCY
1	Storage containers, large	2	£1,754.13	£500.00		1. Vandalism	1. Inspection 2.Warning Signs	1.Handyman 2.Parish Clerk	quarterly
2	Bus Shelters	3	£10,232.47	£600.00	Various	1. Vandalism 2.Vehicle damage 3.Wear & tear	1. Inspection 2.Insure 3.Repair/Treat Wood	Handyman	Weekly
3	Lamp Posts	22	£34,000.00	£25,000.00	Various	1. Vandalism 2.Vehicle damage	1. Inspection 2.Insure	CC	
4	Seats/benches	19	£4,500.00	£2,400.00	Various	1. Vandalism 2.Wear & tear	1. Inspection 2.Insure ? 3.Repair/Treat Wood	Handyman	Yearly
5	Notice boards	4	£6,776.75	£4,000.00	Greenbarnes & Harry Stebbing	1. Vandalism 2.Wear & tear	1. Inspection 2.Insure ? 3.Repair/Treat Wood	Parish Clerk	Monthly
6	Village sign & post	1	£1,754.16	£100.00	Glyn Mould	1. Vandalism 2.Wear & tear	1. Inspection 2.Insure ? 3.Repair/Treat Wood	Parish Clerk	Monthly
7	Underpass mirrors	2	£760.00	£0.00	Avon Lion	1. Vandalism 2.Wear & tear	Inspection	Handyman	Yearly
8	Allotment Fencing		£1,754.13	£0.00		1. Vandalism 2.Wear & tear	1. Inspection 2.Insure ? 3.Repair/Treat Wood	Allotments Users Handyman	Yearly
9	Gate: Manor Gardens (valley)	1	£490.56	£20.00	Huntree Fencing	1. Vandalism 2.Wear & tear	1. Inspection 2.Insure 3.Repair	Handyman	quarterly
10	Gates: Surgery / cemetery (metal)		£700.00	£50.00		1. Vandalism 2.Wear & tear	1. Inspection 2.Insure 3.Repair	Handyman	quarterly
11	Cemetery Gates and Fencing	1	£500.00	£300.00		1. Vandalism 2.Wear & tear	1. Inspection 2.Insure 3.Repair	Handyman	quarterly
12									
13	Photocopier	1	£200.00	£0.00	Canon PC860	1. Breakdown 2.Fire 3.Obsolescence	1. Inspection 2.Arrange repair 3. Replace	Parish Clerk	Continual

14	Parish data on Computer files		£0.00	£0.00		1. Loss of data	1. Store data on 2 separate Councillor computers/houses	Parish Clerk	Continual
16	Parish Archives		£0.00	£0.00		1.Theft 2.Fire	Store all files>3years old in Archive Storage	Parish Clerk	Yearly
17	Honda Rotary Mower	1	£728.00	£200.00		1. Wear & tear 2.Theft 3.Damage to user 4.Fire.	1. Regular servicing 2.Inspection 3.User training 4.Insure?	1.Handyman 2.Parish Clerk	Continual
18	Heavy Duty Strimmer	2	£1,100.00	£700.00	STHL FS 76 & FS 220	1. Wear & tear 2.Theft 3.Damage to user 4.Fire.	1. Regular servicing 2.Inspection 3.User training 4.Insure?	1.Handyman 2.Parish Clerk	Continual
19	Leaf Cleaner	1	£300.00	£100.00	STHL Vacuum	1. Wear & tear 2.Theft 3.Damage to user 4.Fire.	1. Regular servicing 2.Inspection 3.User training 4.Insure?	1.Handyman 2.Parish Clerk	Continual
20	Brush Cutter	1	£335.00	£100.00	Arthur Ibbett	1. Wear & tear 2.Theft 3.Damage to user 4.Fire.	1. Regular servicing 2.Inspection 3.User training 4.Insure?	1.Handyman 2.Parish Clerk	Continual
21	Leaf Collector	1	£1,140.00	£1,000.00	Arthur Ibbett	1. wear & tear 2.Theft 3.Damage to user 4.Fire	1. Regular servicing 2.Inspection 3.User training 4.Insure?	1.Handyman 2.Parish Clerk	Continual
22	Barrow	1	£520.75	£100.00	Glasdon	1. Wear & tear 2.Theft	Inspection	Handyman	Continual
23	memorial Seats	3	£1,754.13	£700.00	Various	1. Vandalism 2.Wear & tear	1. Inspection 2.Insure ? 3.Repair/Treat Wood	Handyman	Yearly
24	Mower , rotary	1	£1,000.00	£1,000.00	Honda	1. Wear & tear 2.Theft 3.Damage to user 4.Fire.	1. Regular servicing 2.Inspection 3.User training 4.Insure?	1.Handyman 2.Parish Clerk	Continual
25	Mower, rotary	1	£162.00		Etesia	1. Wear & tear 2.Theft 3.Damage to user 4.Fire.	1. Regular servicing 2.Inspection 3.User training 4.Insure?	1.Handyman 2.Parish Clerk	Continual
26	Trailer	1	£500.00	£300.00	Ex- County Council	1.Wear & tear 2.Vehicle accident	1.Inspection 2.Insurance including road use	1.Handyman 2.Parish Clerk	Continual
27	Hedge Trimmer	1	£212.00	£125.00	Stihl	1. Wear & tear 2.Theft 3.Damage to user 4.Fire.	1. Regular servicing 2.Inspection 3.User training 4.Insure?	1.Handyman 2.Parish Clerk	Continual

28	Christmas Lights		£3,000.00	£900.00	James D Harris	1. Wear & tear 2.Theft 3.Damage to installer & others 4.Fire.	1. Inspection 2.Qualified installers 3.Insurance inc. 3rd party	1. General Purposes Committee 2.Parish Clerk	
29	Bins : Dog Waste	8	£900.00	£0.00	Glasdon Fidos	Vandalism	1. Inspection 2.Replacement	1.Handyman 2.Parish Clerk	Weekly
30	Bins : Litter, 6wall mounted, 4 fixed	12	£1,922.00	£0.00		Vandalism	1. Inspection 2.Replacement	1.Handyman 2.Parish Clerk	Weekly
31	Bins : salt grit	9	£1,555.69	£0.00	Glasdon/ex County Council	Vandalism	1. Inspection 2.Replacement	1.Handyman 2.Parish Clerk	Weekly
32	Signs : dog fouling	10	£374.83	£0.00	Dragonfly Designs	Vandalism	1. Inspection 2.Replacement	1.Handyman 2.Parish Clerk	Weekly
33	Cemetery	1	£0.00	£0.00		1.Burial errors 2 Water supply damage 3.Vandalism 4.Path accidents	1.Inspection 2.Map cemetery 3.Repair 4.3rd party insurance?	1.Handyman 2.Parish Clerk	Weekly
34	Handyman -Personal	1				1. Lone Worker 2.Accidents	1.Provide mobile phone 2.Equipment training 3.List of contacts	Parish Clerk	Yearly
35	Employee vehicle users	2				Accident	Check road tax & insurance	Parish Clerk	Yearly
36	Employees and Councillors - personal					Personal accident or injuries whilst carrying out PC duties	Insurance	Parish Clerk	Yearly
37	Mowing Machine	1	£5,177.00	£4,000.00	Arthur Ibbett	1. Wear & tear 2.Theft 3.Damage to user 4.Fire. 5 RTA	Insurance	Parish Clerk	Yearly.
38	Laptop Computer and portable hard drive	1	£450.00	£200.00	Acer				
			£84,103.60	£42,395.00					