

## 2016 FINANCIAL AND LEGAL RISK ASSESSMENT FOR MICHAELSTOW PARISH

ITEM	RISK PROBABILITY	RISK CONTROL	DATE REVIEWED	REVIEWED BY
Non-negotiable Money, Uncrossed Cheques & Cash held at Clerk's home	none	No cash or uncrossed cheques held	November 2016	clerk
Employers Liability	low	Employers liability covered by insurance	Insurance review carried out for 2016 newewal	clerk
Personal Accident to Councillors whilst engaged in parish business				
Personal Accident to Clerk whilst engaged in parish business	medium as the clerk cycles everywhere	Crash helmet, hi-vis jacket, takes non-main roads	November 2016	clerk
Libel and Slander	low	published documents pre-checked by chair or vice chair	November 2016	clerk
Legal Expenses	low	legal expenses resulting from libel & slander covered in insurance	Insurance review 2016	clerk
Legal Documents	No legal documents held			
Electronic Records	low	Clerk's desktop computer backs up to parish laptop backs up to passport ultra drive	November 2016	clerk