

Chaddesley Corbett Parish Council Risk Assessment

7 Records & Data							
Hazards	Who/What is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions	Possible additional or changed precautions	Frequency of Inspection	Last Review
Storage of Records at Clerk's home	Clerk/Council	L	Most paper records kept for 7 years. Possibility of loss in a fire	L	Most document backed up on computer	Annually	2012
Computer	Clerk/Council	M	New computer purchased for clerk. All records kept separate. Laptop could be passed to third party	M	Back up of data onto external drive	Quarterly	2012
Anti-Virus	Clerk/Council	M	Anti-Virus programme updated regularly	M	Computer not used for any other purpose than Parish Council business	Monthly	2012
Electronic Back UP	Clerk/Council	L	Back up files to external drive every 3 months	L	Keep external drive at another location	Quarterly	2012