

Chaddesley Corbett Parish Council Risk Assessment

8 Business Continuity						
Hazards	Who/What is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions	Frequency of Inspection	Last Review
Clerk's Illness	Parish Council	L	Clerk to prepare schedule of duties	L		
Lack of access to postal and electronic communications	Parish Council	L	Arrange access to PC computer and forwarding of mail to chairman	L		
Possible delay to arranging meetings	Parish Council	L	Appointment of a temporary clerk via Worcs CALC	L		
Continuity of business	Parish Council	L	Temporary Clerk to take over where possible	L		
Financial	Parish Council and Suppliers	L	Payment of accounts on time, financial procedures etc. Councillor to supervise temporary clerk	L		
Loss of data	Parish Council	L	Clerk to prepare schedule of documents	L		
Electronic Data	Parish Council	L	Backup of Parish Council data to external hard drive and keep off site	L	Every 3 months	
No Quorum	Parish Council	L	Meeting cancelled and re scheduled	L	As required	