

Chaddesley Corbett Parish Council Risk Assessment

5 Employment

Hazards	Who/What is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions	Frequency of Inspection	Last Review
Inland Revenue Return	Council: Comeback for payment of Income Tax	M	Parish council registered with HMRC as an employer and approved database used.	L	Quarterly	April 2012
	Loss of Potential Income	M	Returns submitted online	L	Annual	
National Insurance Payments	Council: Comeback for outstanding payments	M	Parish council registered with HMRC as an employer and approved database used.	L	Quarterly	July 2012
Terms and Conditions	National conditions not applied or conciously departed from	M	Annual review by Staffing Committee	L	Annual	November 2011
Performance Management	Exceptional performance (+/-) not recognised or addressed	M	Annual review by Staffing Committee	L	Annual	November 2011
Illness of Clerk	Parish Council	M	Replacement temporary clerk to be provided. Contact Worcestershire CALC	L	As required	
Job Description	Parish Council	L	List of Duties to be prepared by Clerk	L	As required	