

**Chaddesley Corbett Parish Council Risk Assessment**

<b>6 Procurement</b>						
<b>Hazards</b>	<b>Who/What is at risk and how?</b>	<b>Probability before precautions H/M/L</b>	<b>Existing Precautions</b>	<b>Probability after precautions</b>	<b>Frequency of Inspection</b>	<b>Last Review</b>
<b>a Small items</b>						
Ability to demonstrate best value	Clerk and Councillors	M	Obtain at least 2 quotations for items over £500	L		
Purchase of incidental items	Clerk	M	Use of discretionary power to purchase goods up to value of £250 without approval of Parish Council	L	As required	
Employment of Contractors	Clerk and Councillors	M	Services over £500 to receive full Council approval	L	As required	
Footpath Clearance	Contractor and Clerk	M	Clerk to commission if in accordance with County Council guidelines and below £500 limit	L	As required	
Ad Hoc Services	Clerk	M	Clerk to appoint if below £250 and full Council approval if above this limit	L	As required	
Lengthsman	Lengthsman	L	Lengthsman works to agreed budget and timetable. Extra work approved by Clerk or Cllr if within overall budget. Work in excess of budget to be approved by full Council.	L	As required	
Health and Safety	Contractors and staff	M	Carry out risk assessment and training	L	As required	
<b>b Large contracts</b>						
Compliance with EU procurement regulations	Councillors	L	Contracts over €n to be advertised in European Journal	L	As required	