



Kingston Parish Council

Assets Register and Risk Assessment

	Asset and location	Acquired	Cost	Maintenance	Potential risk + Risk Score	Action
1.	Land on old railway embankment. Area 815m ² Title No K198250 <i>OS Grid Ref TR 61981511 - 619771513</i>	Purchased by KPC in 2005	£3,248.00?	Tree Maintenance – major ongoing project	Slips and falls in very wet weather (4)	Wood chips on paths.
2.	Bus shelter at junction of The Street and Bonny Bush Hill. <i>OS Grid Ref TR 62011514</i>	Re-built in 2004	?	Treat timber as required. Tree work to lift canopy may be required	Possible damage to roof from tree branches. Vandalism (4)	Tree management as required. Timber treated in 2023
3.	Bus shelter, Covet Lane, near Black Robin. Supplier – Littlethorpe, Leics <i>OS Grid Ref TR 62021513</i>	Purchased 2010	£6407.00 (£2,000 grant from KCC)	Treat timber if required	Vandalism. Traffic damage on sharp bend (6)	
4.	3 sets of railings / steps on railway embankment	Constructed 2012	£4000.00	Repaint when required. Repair steps when worn	Vandalism. Accident risk on steps (2)	Annual check as a minimum
5.	Wooden gate at western end of Faggs Alley	2018	Gate: £70.00 Labour: £210.00	Replaced 2018	Theft, Damage (3)	Annual check
6.	KPC Noticeboard outside The Barn. Kiln dried oak, toughened glass doors	2012	£600.00	Annual clean	Glass could break (2)	Ensure glass not cracked, inspect hinges. Repaired and varnished 2023
7.	Noticeboard on bus shelter The Street	2015	£280.00	Varnish frame when required	Vandalism, theft (2)	Annual check
8.	Noticeboard on bus shelter, Covet Lane	2015	£240.00	Varnish frame when required	Vandalism, theft (2)	Annual Check

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9.	Trees on railway embankment	Spontaneous growth		Woodland management plan	Falling branches damage to property (3)	Annual inspection by approved tree surgeon
10.	IT equipment: parish laptop	Feb 2022	£399	Key applications and security software updated on regular basis	Physical theft Loss of key data. (2)	Confirm securely stored, backed up regularly, software up to date
11.	3 Village signs (Kingston Brooch), one in The Street, one on Valley Road, and one in The Barn	2001		Repainting as required	Theft Damage to property (2)	1 refurbished 2016/17 1 Rebuilt & repainted 2024
12.	Wooden finger post in The Street opposite entrance to Church Lane				Accidental damage (1)	
13.	Timber for future repairs: 12mm marine ply (1.2m x 1.37m) Timber (x4) + 9 site pegs for repair of steps on Embankment.			Stored in Little Barn until required	Theft (1)	Annual check as minimum
14.	Safety clothing – spectacles, gloves waterproof trousers, in Little Barn	Not known			Theft (1)	Annual check
15.	4 Spades – various in Little Barn.	Not known			Theft (1)	Annual check
16.	Heavy tools – mattock/ sledgehammer in Little Barn.	Not known			Theft (1)	Annual check
17.	Cutting tools – telescopic loppers, bowsaw, sickle, in Little Barn	Not known			Theft (1)	Annual check
18.	Sundry small tools in tool box in Little Barn	Not known			Theft (1)	Annual check
19.	Wheelbarrow near sand bag store at The Peak, Covet Lane	Not known	£47.00?		Theft, Accident from overloading when in use. (1)	Annual check
20.	Sand bag store at The Peak, Covet Lane	January 2017	Nil		Theft (1)	Annual check
21.	Noticeboard by Greenacre	2017?		Varnish frame when required	Vandalism, theft (2)	Annual Check
22.	Defibrillator, the barn	2024	£1170	After use and regular intervals	Vandalism, theft (2)	Frequent inspections

Briefing note on Assessment of Risk

Risk Assessment is an ongoing activity which comprises of:-

a) **Identifying risk : the POSSIBILITIES**

- i. Financial – loss of money
- ii. Security – fraud, theft
- iii. Property – damage to property
- iv. Legal – breaking the law or being sued
- v. IT – failure of IT system or misuse
- vi. Reputational – actions taken which could harm the councils public reputation

b) **Assessing the risk : IMPACT and LIKELIHOOD**

This means assessing the potential consequences of a risk occurring, ie. **IMPACT** and considering how likely this is, ie. **LIKELIHOOD**

A simple risk assessment matrix: for each possibility, assess impact and likelihood on a score of 1-3, multiply the two scores to give a risk score of high, medium or low.

LIKELIHOOD		Medium (3)	High (6)	High (9)
	Highly likely (3)			
	Possible (2)			
	Unlikely (1)			
		Negligible (1)	Moderate (2)	Severe (3)
		IMPACT		

c) Addressing the risk: (the 4T's)

- i) Tolerate the risk eg. with appropriate contingency plans
- ii) Treat the risk eg, common sense controls or prevention techniques
- iii) Transfer the risk eg, buying in a service or taking out insurance
- iv) Terminate the risk eg, don't do it

d) Record the risk in the Asset and Risk Register.

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