

Ufford Parish Council

Asset Register & Risk Assessment

2017-18

Asset	Date Acquired	Cost	Maintenance	Risk	Action
Wooden bench – village seat adjacent to the Millennium stone	April 2002	£370	Teak oil annually. All appropriate manufacturer's precautions to be observed.	Detach from base, structural degradation resulting in injury to 3 rd parties	Member to inspect & report quarterly
Wooden bench adjacent to Newport Way	Unknown	£370	Teak oil annually. All appropriate manufacturer's precautions to be observed.	Detach from base, structural degradation resulting in injury to 3 rd parties	Member to inspect & report quarterly
Litter bins x 2	Oct 2002	£815		Become detached from base, obstructing the foot path	Member to inspect & report quarterly
Notice board	April 2013	£283	Clean when necessary		Clerk to inspect monthly
Millennium stone	Jan 2003	£530		Detach from base, roll into road causing an obstruction	Member to inspect & Report quarterly
Well Gate	Oct 1997	£205		Access insecure posing a threat to children	Member to inspect & report quarterly ensuring good condition & securely closed
Lambpit Gates	Jan 2011	£330	Lubricate as necessary		Member to inspect & report quarterly
Projector	Nov 2011	£178		Electric shock from worn or frayed cable	Clerk to inspect monthly
Notice Board on Bus Shelter at Newport Way	May 2012	£283	Clean when necessary		Clerk to inspect monthly
Notice Board on Bus Shelter on Main Street	May 2012	£283	Clean when necessary		Clerk to inspect monthly
Dell Inspiron 15 5000 Series Laptop	Nov 2016	£418		Loss of digital records. Damage to laptop.	Regular back-ups to USB drive and cloud storage of files. Proper storage of laptop.
Playing Field Play equipment	Oct 2016	£16,354	Inspected by PCC	Trip, fall, slip, damage to equipment, broken equipment.	Monthly inspections by PCC. Obtain full risk assessment from PCC.
Basket ball backboard, hoop and net	Dec 2017	£260	Inspected by PCC	Damage to equipment, fall from stand.	Monthly inspections from PCC alongside other play equipment.
Totals		£20,679			