

Ufford Parish Council

Asset Register & Risk Assessment

2019-20

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 a collision or obstruction, could result in loss of life or severe injury	Member to inspect & Report quarterly
Well Gate	Oct 1997	£205		Access unsecure posing a threat to children.	Member to inspect & report quarterly ensuring good condition & securely locked
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

Ufford Parish Council

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. Safe storage of laptop, never left unattended in a vehicle.
Playing Field Play equipment	Oct 2016	£16,354	Inspected by PCC	Trip, fall, slip, broken bones or injury to persons, 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.
Telephone Kiosk	Sept 2017	£1	Inspected by Clerk	Damage to equipment, smashed glass, cuts.	Weekly check along with Defib checks.
Defibrillator and Cabinet	April 2018	£2,545	Inspected by David Chadwick with support from Community Heartbeat Trust	Equipment failure, loss of life.	Weekly check and log on Webnos governance system. Training opportunities for residents.
Totals		£23,225			

5th May 2020