

Category	Acquired	Model & Manufacturer	Cost	Voucher No	Maintenance	Potential Risk	Action	Condition	Retired date
Shredder	Sep-12	Rexel	£157.00		Empty regularly, unplug when not in use, not to overload	Overheating, loose clothing getting caught up in devise	Integral cut out devise, training to new users, instructions not to use if wearing loose clothing	Good	
Desks (4)	Jun-05		£1.00		Clean & inspect weekly	Damage to legs and fixings could result in collapse. Chipped desk tops could cause cuts and damage to clothing	Inspect on weekly basis fixings and surfaces	Good	
Desk 1	Jan-13		£84.00		Clean & inspect weekly	Damage to legs and fixings could result in collapse. Chipped desk tops could cause cuts and damage to clothing	Inspect on weekly basis fixings and surfaces	Good	
PCs 2	13/1/10	EcoSaver	£1,212.96	5077	Key applications and security software to be updated on a regular basis	Physical theft. Loss of key data, hacking a reputational damage to council	Confirm securely stored. Confirm backed up on a regular basis. Confirm software up-to-date. Wires are out of the way. Turned off when not in use. Right Fire extinguisher near	Good	

External Hard drive	Apr-07		£80.77	4212	Keep only three backups at any one time. Look at backups to ensure downloads have worked	Theft of back up. Backups not taken. Trip hazard on Wires. Fire Hazard	Confirm backed up on a regular basis. Lock devise in safe	Good	
Keyboard (2)	15.8.13	Toshiba	£259.99		Clean on a regular basis, ensure batteries are working	Physical theft. Germs from keyboard. Injury due to damage to keyboard	Confirm securely stored. Confirm weekly clean. All users to report any defect immediately.	Good	
PC Monitor		Medion			Clean on a regular basis. Adequate lighting.	Physical theft. Eye strain	Annual Checklist on DSE workstation checklist	Good	26.04.18
Monitor	26.04.18	Samsung	£91.66		Clean on a regular basis. Adequate lighting.	Physical theft. Eye strain	Annual Checklist on DSE workstation checklist	Good	
PC Monitor	Oct-10	Samsung	£109.98	5293	Clean on a regular basis. Adequate lighting.	Physical theft. Eye strain	Annual Checklist on DSE workstation checklist	Good	
Router					Clean on a regular basis	Wires could cause a trip hazard	Ensure wires are out of the way	Good	
Router					Clean on a regular basis	Wires could cause a trip hazard	Ensure wires are out of the way		
Software on pcs	1.10.13		£79.99		software to be updated on a regular basis	Physical theft. Loss of key data, hacking a reputational damage to council	Confirm securely stored. Confirm backed up on a regular basis. Confirm software up-to-date. Password controlled- Passwords written in book	Good	

portable hard drive	14.5.14		£41.98		Keep only three backups at any one time. Look at backups to ensure downloads have worked	Theft of back up. Backups not taken. Trip hazard on Wires. Fire Hazard	Confirm backed up on a regular basis. Lock devise in safe	Good	
Printer	3.12.13	HP Photosmart 7520	£119.99		Clean on a regular basis	Physical Theft. Wires could cause a trip hazard	Confirm securely stored. Ensure wires are out of the way	Good	
Speakers (2 pairs)		Creative			Clean on a regular basis	Physical theft. Wires could cause a trip hazard	Confirm securely stored. Ensure wires are out of the way	Good	
Projector	29.8.2013	epson eb-xo2	£274.17		Clean on a regular basis. PAT Test as and when	Physical theft. Wires could cause a trip hazard	Confirm securely stored. Ensure wires are out of the way, or mat placed over wires	Good	
OHP screen	29.8.2013	Celexon Mobile professional plus 120x90 cm	£116.66		Keep closed when not in use.	Physical theft. Trip Hazard. Collapse on user	Confirm securely stored. Store safely. Ensure new users are trained on setup	Good	
Chairmans Chain			£2,658.75		To be kept in Box with covering	Physical Left or lost Whilst Chairman wearing.	Confirm securely stored. Chairman to return to Parish Council Premises. Check Fastenings	Good	

Chairmans Pendant (Regalia)			£307.24		To be kept in Box with covering	Physical Left or lost Whilst Chairman wearing	Confirm securely stored. Chairman to return to Parish Council Premises. Check Fastenings	Good	
Mini Cassette Transcriber								Good	2012
Mini Cassette Recorder								Good	2012
Storage cupboard (Wooden)					Clean regularly. Tighten fixings yearly	Door Coming from Hinges. Collapse	Check Door Hinges. Check fixings	Good	
Storage cupboard Large (Metal)					Clean regularly. Tighten fixings yearly	Door Coming from Hinges. Collapse	Check Door Hinges. Check fixings	Good	
Four drawer filing 2					Clean regularly. Tighten fixings yearly			Good	
Safe					Ensure batteries are changed regularly	Items stolen	Keep Safe Locked	Good	
Shelving materials 2	Apr-07		£27.96	4204	Clean regularly. Tighten fixings yearly	Falling down or object falling off	Ensure fixings are good. Only put on shelf items of appropriate weight or size	Good	
Telephones 2					Clean regularly	Physical theft. Wires could cause a trip hazard	Confirm securely stored. Ensure wires are out of the way, or matt to cover wires	Good	

Minutes books					N/a	Physical theft, destroyed by fire	Keep locked in Fire Proof cabinet, computer copies are kept	Good	
Noticeboards 60x90 cork	31.7.13	Q- connect	£3.23		N/a	Items stolen Item falls off wall	Confirm securely stored. Confirm fixings secure	Good	
Noticeboards 90x120 cork 2	31.7.13	Q- connect	£10.64		N/a	Items stolen Item falls off wall	Confirm securely stored. Confirm fixings secure	Good	
A4 divider box	19.8.13		£39.00		N/a	Physical theft, destroyed by fire	Confirm securely stored. Refer to Fire regulations in th Health & Safety Policy	Good	
Hole punch - small					N/a	Physical theft, destroyed by fire, User injury	Confirm securely stored. Refer to Fire regulations in th Health & Safety Policy. Ensure user awareness	Good	
Hole punch - large	9.10.14		£7.65		N/a	Physical theft, destroyed by fire	Confirm securely stored. Refer to Fire regulations in th Health & Safety Policy. Ensure user awareness	Good	
Staplers 2					N/a	Physical theft, destroyed by fire	Confirm securely stored. Refer to Fire regulations in th Health & Safety Policy. Ensure user awareness	Good	

Electric fan			£0.00		N/a	Physical theft, destroyed by fire	Confirm securely stored. Refer to Fire regulations in th Health & Safety Policy	Good	
Long arm stapler 2					N/a	Physical theft, destroyed by fire	Confirm securely stored. Refer to Fire regulations in th Health & Safety Policy	Good	
Petty cash box					Spare key placed in a safe place	Physical theft, loss of key	Confirm securely stored and limit petty cash to £50.00 maximum. Keep spare key in a safe place	Broken - lock intermitternly working	Sep-17
First aid box	May-14		£14.16		Ensure items replaced when used	Physical theft, destroyed by fire	Confirm securely stored. Refer to Fire regulations in th Health & Safety Policy	Good	
Paper trays 5					Clean regularly. Tighten fixings yearly	Collapse of trays or objects falling out	Ensure fixings are good. Only put in items of appropriate weight or size. Ensure all staff are made aware	Good	
Camera	May-14	fuji			Take out batteries when not in use	Physical theft	Confirm securely stored		Aug-16
Typists chair 2-1	Apr-10		£107.64	5144	Clean regularly, ensure fittings are not loose	Physical left, collapse causing injury	Check quarterly, ensure meets DSA workstation checklist criteria	Good	Jan-18

Typist Chair	Jan-18	Vantage 2	£58.00		Clean regularly, ensure fittings are not loose	Physical left, collapse causing injury	Check quarterly, ensure meets DSA workstation checklist criteria	Excellent	
Burglar alarm					Test weekly, Annual Service	Alarm does not work/not working correctly	Check regularly and ensure an Annual service is carried out	Good	
Fire extinguisher	Dec-08		£185.31	4661	Weekly Check, Annual Service	Not working	Ensure annual service is carried out, and any defects rectified	Good	
Fire extinguisher	Dec-12		£150.96		Weekly Chaeck, Annual Service	Not working when needed. Pysical theft	Ensure annual service is carried out, and any defects rectified. Confirm securely stored	Good	
Mosquito	Sep-07		£551.08	4231				Good	
Clock 18"	May-13		£12.92			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Free standing exhibition boards	May-13		£185.00			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
carry bag for boards	May-13		£28.00			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Display header panel	Jan-14		£24.00			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	

Display header panel	Jan-14		£21.00			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Carry bag for exhibition boards	May-13		£28.00			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Beech Storage cupboard&door	Oct-13		£81.60			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Display noticeboard 1200x900 felt	Aug-13	Metroplan	£38.00			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Waste bin	Aug-13	Living 45 litres	£46.73			Physical theft, spillage due to overfilling, germs from items disposed	Confirm securely stored, empty bins at least weekly	Good	
Leaflet racks (4)	Aug-13		£161.00			Physical theft	Confirm securely stored	Good	
Chair	Aug-13		£121.00		Clean regularly, ensure fittings are not loose	Physical left, collapse causing injury	Check quarterly,	Good	
Camera, case and memory card	Aug-16	Canon Powershot SX410 IS	£112.35	6733	Take out batteries when not in use	Physical theft	Confirm securely stored	New	

Fire extinguisher	Dec-16	FireGuard	£13.95	6776	Weekly Check, Annual Service	Not working when needed. Physical theft	Ensure annual service is carried out, and any defects rectified. Confirm securely stored	New	
Fire extinguisher	Dec-16	FireGuard	£13.95	6776	Weekly Check, Annual Service	Not working when needed. Physical theft	Ensure annual service is carried out, and any defects rectified. Confirm securely stored	New	
Fire extinguisher	Dec-16	FireGuard	£13.95	6776	Weekly Check, Annual Service	Not working when needed. Physical theft	Ensure annual service is carried out, and any defects rectified. Confirm securely stored	New	
History Society Publications	Dec-16	Codsall & Bilbrook History Society	£33.50	6778	N/a	Physical theft, destroyed by fire	Stored in locked office overnight	New	
Petty Cash Box	Aug-17	Viking	£5.50	6865	Spare key placed in a safe place	Physical theft, loss of key	Confirm securely stored and limit petty cash to £50.00 maximum. Keep spare key in a safe place	New	
Boiler					Look at water levels weekly, Ensure Annual Service is carried out	Physical theft. Explosion, Fire	Confirm securely stored. Annual service	Good	

Fridge					Clean regularly. PAT Test regulary	Physical theft	See separate Procedure	Good	
Kettle					Clean regularly. PAT Test regulary	Physical theft. Burns	See separate Procedure	Good	
Cups						Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Saucers						Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Glasses						Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Coffee flasks (2)						Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Step ladder					Check regularly	Physical theft, collapse and fall	Confirm securely stored, check regulary, onlyuse on even surface, ensure staff are trained before use	Good	
SmartWater tracer kit (100)	Feb-13		£1,212.00			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	

Smart water project	Nov-12		£1,200.00			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Smartwater	Apr-13		£168.00			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Photocopier			£1,352.09			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Conference tables (4)						Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy, check quarterly	Good	
Chairs with arms (16)					Clean regularly, ensure fittings are not loose	Physical left, collapse causing injury, destroyed y fire	Confirm securely stored, refer to Health & Safety Policy, check quarterly	Good	
Chairs without arms (22)					Clean regularly, ensure fittings are not loose	Physical left, collapse causing injury, destroyed y fire	Confirm securely stored, refer to Health & Safety Policy, check quarterly	Good	
Chairmans chair (1)					Clean regularly, ensure fittings are not loose	Physical left, collapse causing injury, destroyed y fire	Confirm securely stored, refer to Health & Safety Policy, check quarterly	Good	

Storage cupboard tall wooden					Clean regularly. Tighten fixings yearly	Door Coming from Hinges. Collapse	Check Door Hinges. Check fixings	Good	
Storage cupboard small metal (2)					Clean regularly. Tighten fixings yearly	Door Coming from Hinges. Collapse	Check Door Hinges. Check fixings	Good	
Floor Polisher			£271.37		Check wireing regularly	Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Chamber Ceiling lights (10)	Sep-13		£648.00			Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Wall lights (3)						Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Chairmans gavel					Clean regulary	Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Honours boards (2)					Clean regulary	Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Crest board					Clean regulary	Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	Good	

Video Recorder			£455.48		PAT Test	Physical theft, damage by heat	Confirm securely stored, refer to Health & Safety Policy	Good	
Extensions lead	Feb-13		£18.28		PAT Test	Physical theft, cause of fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Security light						Physical theft, cause of fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Security camera	Sep-07		£2,890.50	4053		Physical theft, cause of fire	Confirm securely stored, refer to Health & Safety Policy	Good	
Entry carpet (3)	Dec-10		£45.00		Clean regularly	Check for fraying	Ensure mat is laid correctly	Good	
Speedwatch items and training	May 08		£1,250.00	4509	N/a	Physical theft	Confirm securely stored, refer to Health & Safety Policy	Good	
AV Projector Stand	Apr-16	Safco	£182.36	6686	Clean regularly, ensure fittings are not loose	Physical theft, loose castors, loose screws, dust, destroy by fire, collapse	Confirm securely stored, refer to Health & Safety Policy, check quarterly	New	
A1 photo frame with 18 aperture mount	Oct-16	Satinwood	£101.70	6760	Clean regularly	Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	New	
Sellotape disp	Dec-15	Sellotape	£12.49	6622	Do not carry with top	Injury caused by dropping	Confirm securely stored	New	

shredder	Aug-15	Rexel	£250.80	6576	Empty regularly, unplug when not in use, not to overload	Overheating, loose clothing getting caught up in devise	Integral cut out devise, training to new users, instructions not to use if wearing loose clothing	New	
Training books	Feb-15	SLCC	£167.41	6407		Physical theft	Confirm securely stored	New	
Metal cabinet	Apr-15	CS Storage	£37.00	6439	Clean regularly. Tighten fixings yearly	Door Coming from Hinges. Pulled from Shelf	Check Door Hinges. Check fixings	New	
Mural- original artwork	Sep-17		£150.00		Clean regulary	Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	New	
Name frame for mural	Sep-17		£5.42		Clean regulary	Physical theft, destroyed by fire	Confirm securely stored, refer to Health & Safety Policy	New	
			£18,110.12						

Reviewed March
2017