



Romsey  
Town  
Council

## **Risk Report - Detail**

Run by: Howard Brisland

Thursday, 2 November 2023 10:00 AM

342 Maintenance of Allotment Register.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Administration/Legal

Groups Affected

Owner Judith Giles

Crime

Insurance

Cause

Impact

Moderate

## Assessment

Inherent	2	LOW	Current	2	LOW	Target		
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Control Evaluation Adequate Controls

Risk Evaluation Tolerable

### Current Controls

Maintain proper register ensuring all amendments promptly recorded.  
Define responsibility of allotment society where appropriate.

### Proposed Actions

To contact the Allotments Secretary and request an current Allotment Register.

Action Status Completed

Action Owner Judith Giles

Target Date

## Review

Last Review

Next Review

Review Period

As and  
when

Reviewed by

Judith Giles

### Review Notes

343 | Absence of a completed agreement with every allotment holder.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure agreement completed and signed by all parties prior to occupation.  
 Maintain allotment register.  
 Review agreement periodically to ensure adequacy of conditions.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

344 Provision of adequate insurance cover.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Carry out an annual review of insurance cover to ensure that all appropriate risks are fully protected.  
Carry out annual inspection of insurance held by third parties.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

345 Vandalism of sites.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Environmental

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Regular monitoring of sites with, where appropriate, the assistance of allotment society or relevant body.  
Consider physical improvements to sites.  
Liaison with local policing teams in the areas affected.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Quarterly

Reviewed by

#### Review Notes

346 Loss / Damage to water supply.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Environmental

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Define responsibility for maintenance of water supply.  
Ensure regular site inspections include checks on water supply to confirm adequacy of supply and that there is no wastage.  
Ensure that system is in place to report and rectify all faults.  
Maintain such arrangements as necessary with local contractor.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Monthly

Reviewed by

#### Review Notes

347 Untidy Plots.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Environmental

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Define responsibility.  
Carry out periodical site visits.  
Enforce requirements of tenancy agreement.  
Notify allotment holder in writing of problem & serve notice if the standard of cultivation is not to an acceptable standard.  
Liaise where appropriate with allotment society.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period As and when

Reviewed by

#### Review Notes

348 Build up of non-compostable rubbish

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Environmental

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Enforce controls in tenancy agreement.  
Ensure that the conditions regarding the removal of waste are contained within the tenancy agreement.  
Make arrangements for removal if the enforcement process proves to be unsuccessful.  
Consider provision of skip facility.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Quarterly

Reviewed by

#### Review Notes



349 Accumulation of rubbish.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Environmental

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure responsibility for site maintenance defined.  
 Enforce conditions of tenancy agreement.  
 Maintain liaison with allotment society.  
 Ensure that periodical site inspections carried out.  
 Ensure facilities are provided for the control and removal of compostible waste.  
 Ensure that it is the tenants responsible for the removal of all other waste.  
 Consider provision of skip facility.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

350 Dumping/Hazardous substances

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Environmental

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Define responsibility for site control/security.  
Enforce tenancy agreement.  
Carry out periodical site inspection.  
Provide proper facilities for control and removal of waste.  
Liaise with police/other authority where necessary.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

351 | Vandalism.

**Area of Interest** STRATEGIC, ALLOTMENT - Southampton Road

**Nature of Hazard** Environmental

**Groups Affected**

**Owner**

**Crime**

**Insurance**

**Cause**

**Impact**  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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**Control Evaluation**

**Risk Evaluation**

#### Current Controls

Carry out periodical site inspection.  
Review security.  
Maintain liaison with law enforcement agencies.  
Instigate legal action against perpetrators where appropriate.  
Ensure that periodical site visits are carried out.  
Notice served when necessary.  
Liaison should take place with the local allotment society.

#### Proposed Actions

**Action Status**

**Action Owner**

**Target Date**

### Review

**Last Review**

**Next Review**

**Review Period** Annually

**Reviewed by**

#### Review Notes

352 Vermin.

**Area of Interest** STRATEGIC, ALLOTMENT - Southampton Road

**Nature of Hazard** Environmental

**Groups Affected**

**Owner**

**Crime**

**Insurance**

**Cause**

**Impact**  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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**Control Evaluation**

**Risk Evaluation**

#### Current Controls

Define responsibility for standards of hygiene/cleanliness etc. of site.  
Enforce conditions of tenancy agreement.  
Carry out regular physical inspection.  
Instigate appropriate action to deal with any identified problems.

#### Proposed Actions

**Action Status**

**Action Owner**

**Target Date**

### Review

**Last Review**

**Next Review**

**Review Period** Annually

**Reviewed by**

#### Review Notes

353 Failure to review rents & charges.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Review allotment rents and charges annually as an integral part of the annual budget process.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

354 Failure to collect rents & charges.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Define responsibility for collection of income due.  
 Maintain proper records of income received and banked.  
 Enforce provisions of tenancy agreements.  
 Maintain allotment register.  
 Follow defined procedure for outstanding debt.  
 Enforce conditions of tenancy.  
 Periodical reconciliation to allotment register should be carried out and a financial report presented to council.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

355 Unoccupied Plots.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Currently there is an extended waiting list. The waiting list is updated as and when new applications received. The time taken to re-let plot varies dependant on the time potential tenants take to respond to correspondence and the time of year.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period As and when

Reviewed by

#### Review Notes

356 Public Injury as a result of contractor.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that contract requires provision of appropriate insurance cover.  
Inspect contractors insurance documentation to confirm compliance.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period As and when

Reviewed by

#### Review Notes



357 Uncontrolled equipment.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

### Current Controls

Enforce provisions of tenancy agreement.  
Review position by regular visits to sites.  
Liaise with allotment society.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period As and when

Reviewed by

### Review Notes

358 Maintenance of Council owned Allotment equipment.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Physical

Groups Affected Tenants

Owner Judith Giles

Crime

Insurance

Cause

Impact Major

### Assessment

Inherent	3	MEDIUM	Current	3	MEDIUM	Target	3	MEDIUM
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Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Ensure that equipment is properly maintained through regular inspection/servicing.  
 Ensure that proper maintenance records are complete and up to date.  
 Ensure that responsibility is defined and any training requirement is complete.

#### Proposed Actions

Monitored by co-opted Councillor on Allotments committee

Action Status

Action Owner

Target Date

### Review

Last Review 21/04/2020 Next Review 21/04/2021 Review Period Annually Reviewed by Howard Brisland

#### Review Notes

359 Security.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that responsibility of allotment holders is clearly defined in tenancy agreement.  
Ensure that proper facilities are in place to safeguard council assets.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

360 Personal injury.

Area of Interest STRATEGIC, ALLOTMENT - Southampton Road

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that any conditions that might lead to personal injury are minimised and properly controlled.  
Ensure that all parties are aware of the relevant Health and Safety legislation.  
Carry out periodical examination of allotment environment.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Quarterly

Reviewed by

#### Review Notes

361 Health & Safety.

Area of Interest STRATEGIC, BAR SERVICES

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure Health/Safety testing complete.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

362 | Absence of Licences.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Determine responsibility for obtaining licences.  
Maintain adequate records of licence application, renewal etc.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

363 Failure to collect income.

Area of Interest STRATEGIC, BAR SERVICES

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Define responsibility for collection of income.  
Ensure that all income due to the council and received is properly recorded.  
Make provision for prompt banking.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Monthly

Reviewed by

#### Review Notes

364 Stock Control.

Area of Interest STRATEGIC, BAR SERVICES

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Define responsibility for stock control.  
Consider appointment of professional stock taker where appropriate.  
Arrange for regular stock checks.  
Maintain proper records.  
Reconcile stocks to sales etc records.  
Investigate significant differences.  
Arrange internal audit testing.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes



365 Till Control.

Area of Interest STRATEGIC, BAR SERVICES

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Appoint bar supervisor.  
Issue detailed instructions to bar staff.  
Clear tills at every function.  
Complete cashing up records.  
Reconcile cash to till record and investigate differences.  
Arrange alternative procedures for loss of till function.  
Carry out spot checks.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

366 Fire Safety.

Area of Interest STRATEGIC, BAR SERVICES

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure Health/Safety testing complete.  
 Ensure appropriate staff training  
 Provide for strict security/control of combustible materials.  
 Provide appropriate extinguishers etc.  
 Ensure appropriate signage in place.  
 Ensure appropriate regulations/controls

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

367 Security.

Area of Interest STRATEGIC, BAR SERVICES

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Define policy for security of staff, premises and equipment.  
Allocate responsibility for security/control.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

368 Staff Training.

Area of Interest STRATEGIC, BAR SERVICES

Nature of Hazard Professional

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Arrange training programme for all casual/bar staff.  
Issue detailed instructions.  
Maintain training records.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

369 Failure to maintain / update Register of Interests/Gifts

Area of Interest STRATEGIC, CODE OF CONDUCTS

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact

Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

### Current Controls

Ensure all members are aware of their statutory responsibilities.  
 Maintain appropriate registers.  
 Under the Localism Act 2011 all members have signed a Grant of Dispensation form.  
 Pecuniary interests need to be declared and minuted; ensure that members are asked to leave the meeting. Non disclosable interests (of no financial benefit to the members) should be minuted if they have been declared by a member prior to the meeting.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Monthly

Reviewed by

### Review Notes

370 Loss/damage arising from unauthorised use.

Area of Interest STRATEGIC, COMPUTING

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Restrict access through use of controlled passwords.  
Programme periodic password change.  
Maintain physical security of computer and site.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Daily

Reviewed by

#### Review Notes

371 Loss arising from theft/misappropriation.

Area of Interest STRATEGIC, COMPUTING

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Allocate responsibility for security of equipment.  
 Maintain high security of site and equipment.  
 Take particular care in respect of laptops/peripherals.  
 Ensure that where appropriate internal and external security devices are installed.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Daily

Reviewed by

#### Review Notes

372 | Crash of IT System.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure regular backup of data onto appropriate medium.  
 Ensure that equipment is properly maintained.  
 Restrict access to authorised users.  
 Ensure that only approved software is used.  
 Maintain effective anti virus software.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes



373 Failure to meet statutory duty.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that all members are notified of meeting by way of summons and agenda.  
 Ensure that all public notices are posted as prescribed.  
 Ensure meeting quadrate and maintain attendance records.  
 Draft minutes should be prepared of the proceedings following every meeting. Minutes approved and signed by the chairman at the following meeting and the signed copies kept on file and published on the web site.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

374 Access.

Area of Interest STRATEGIC, COUNCIL MEETINGS

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure public access is available to all meetings of the council, except for meetings of the Staff and Salaries committees. Members of the press and public may also be asked to leave a meeting during the discussion of quotations or tenders submitted by local contractors.  
Disability access should be provided.  
Specific area should be set aside for Press & Public.  
Time should be allocated for public questions and comments.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period As and when

Reviewed by

#### Review Notes

375 Security.

Area of Interest STRATEGIC, COUNCIL MEETINGS

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Define policy for security of staff, members, premises and equipment.  
Allocate responsibility for security/control and implementation.  
Maintain liaison with local enforcement agencies.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

376 Personal Injury.

Area of Interest STRATEGIC, COUNCIL MEETINGS

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that appropriate regulations/controls are in place to minimise the risk of injury to officers, members & public.  
 Ensure that defined standards are being maintained.  
 Ensure that, where necessary, appropriate notices are in place.  
 That the council has appropriate insurance cover.  
 That the relevant access and public areas are all risk assessed.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Quarterly

Reviewed by

#### Review Notes

377 Legal Liability as a result of Asset Ownership.

Area of Interest STRATEGIC, COUNCIL PROPERTY & DOCUMENTS

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that adequate Public Liability Insurance is in place.  
Ensure that the Asset Register is maintained and reviewed annually.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

378 Loss of assets.

Area of Interest STRATEGIC, COUNCIL PROPERTY & DOCUMENTS

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Allocate responsibility for and maintain effective security of all assets.  
Maintain an Asset Register and ensure that this is updated on a regular basis.  
Ensure that adequate and appropriate insurance cover is held.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

379 Loss / Damage to Civic Regalia.

Area of Interest STRATEGIC, COUNCIL PROPERTY & DOCUMENTS

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

### Current Controls

Maintain and update a Register of Assets on a regular basis.  
 Ensure that the council has adequate insurance against damage and theft.  
 Ensure that proper security/storage is in place.  
 Ensure that users are aware of their responsibility when regalia is in their care.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Monthly

Reviewed by

### Review Notes

380 Failure to effectively process documents.

Area of Interest STRATEGIC, COUNCIL PROPERTY & DOCUMENTS

Nature of Hazard Professional

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Allocate responsibility for maintenance of effective control of documentation.  
Define procedure for recording document's receipt, circulation, response, handling & filing.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Quarterly

Reviewed by

#### Review Notes



381 Breach of confidentiality.

Area of Interest STRATEGIC, DATA PROTECTION

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Arrange Registration under the Data Protection Act.  
Formalise Procedure for dealing with Confidential Data.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Quarterly

Reviewed by

#### Review Notes

382 Failure to comply with Employment Law.

Area of Interest STRATEGIC, EMPLOYMENT OF STAFF

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

### Current Controls

Issue contracts of employment to all employees  
 Arrange annual review of Staff Contracts of Employment  
 Awareness of new legislation.  
 Arrange the necessary training to fulfil requirements.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

### Review Notes

383 Overpayment or underpayment of salaries and expenses.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Monthly payroll schedule to be verified by the relevant number of parties/staff.  
 Monthly employers payments to be verified by the relevant third party/ies as laid out in policy.  
 Cheques and electronic payments to be signed/verified by the relevant third party/ies as laid out in policy.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

384 Inability to recruit.

Area of Interest STRATEGIC, EMPLOYMENT OF STAFF

Nature of Hazard Professional

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Review recruitment policy.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Monthly

Reviewed by

#### Review Notes

385 Inability to retain staff.

Area of Interest STRATEGIC, EMPLOYMENT OF STAFF

Nature of Hazard Professional

Groups Affected

Owner

Crime

Insurance

Cause

Impact

Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

### Current Controls

Regular staff appraisals.  
Complete exit questionnaire.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Annually

Reviewed by

Review Notes

386 Loss of key staff.

Area of Interest STRATEGIC, EMPLOYMENT OF STAFF

Nature of Hazard Professional

Groups Affected Staff, Public, Constituents

Owner Judith Giles

Crime

Insurance

Cause  
Resignation, sickness, mortality

Impact  
Major

### Assessment

Inherent	3	MEDIUM	Current	3	MEDIUM	Target		
----------	---	--------	---------	---	--------	--------	--	--

Control Evaluation Adequate Controls

Risk Evaluation Tolerable

#### Current Controls

Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 21/04/2020 Next Review 21/04/2021 Review Period Annually Reviewed by Judith Giles

#### Review Notes

387 Lack of Training.

Area of Interest STRATEGIC, EMPLOYMENT OF STAFF

Nature of Hazard Professional

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Determine a policy for training.  
 Arrange annual review.  
 Regular Staff Appraisals to highlight any training needs.  
 Take advantage of any localised training through local associations, SLCC etc..  
 Encourage staff to network with other Clerks in the relevant association.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Quarterly

Reviewed by

#### Review Notes

388 Lack of Employee motivation/efficiency.

Area of Interest STRATEGIC, EMPLOYMENT OF STAFF

Nature of Hazard Professional

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

### Current Controls

Ensure that each employee has job description.  
 Arrange regular staff appraisals.  
 Maintain appropriate staff records.  
 Defined training policy in operation.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Quarterly

Reviewed by

### Review Notes



389 Attacks on Personnel.

Area of Interest STRATEGIC, EMPLOYMENT OF STAFF

Nature of Hazard Professional

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that an effective security system is in operation.  
 Ensure appropriate insurance cover held.  
 Ensure other workers in building are aware of staff working alone.  
 Ensure staff have telephone access at all times during their work.  
 Advise staff to take all relevant safe guides and precautions.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

390 Failure to comply with Inland Revenue regulations.

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

### Current Controls

Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay.  
Ensure that regular returns to Inland Revenue; prepared by the Clerk or responsible financial officer; checked by the Assistant Clerk  
Arrange prompt payment of all sums due.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Monthly

Reviewed by

### Review Notes

391 Failure to comply with Customs & Excise regulations.

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that value added tax is properly administered.  
Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary.  
Ensure that all input tax and output tax is properly recorded.  
Complete and submit VAT claims promptly and on time.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

392 Failure to maintain record of council assets.

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

### Current Controls

Asset module of our online accounting system used. Rialtus Suite by RBS Building Manager is responsible for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 19/04/2022 Next Review 19/04/2023 Review Period Annually Reviewed by Howard Brisland

### Review Notes

393 Incurring expenditure without proper legal authority.

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Record in minutes powers under which expenditure is being approved.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Quarterly

Reviewed by

#### Review Notes

394 Failure to keep proper financial records.

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

### Current Controls

Define responsibility through appointment of Proper Financial Officer, ie. Responsible Financial Officer.  
Ensure that the appropriate standing orders and financial regulations in place and subjected to annual review.  
Annual Accounts prepared for presentation to the of the Full Council for approval.  
Annual Return completed for submission to the External Auditor.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review Next Review Review Period Monthly Reviewed by

### Review Notes

395 Poor Financial Management

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Determine responsibility for the management of the financial affairs of the council.  
 Maintain and review Standing Orders/Financial regulations on a regular basis.  
 Ensure that an effective budgetary control and financial reporting system are in place.  
 Maintain an effective internal audit by an independent auditor

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

396 Failure to set a precept within sound budgeting arrangements.

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Financial

Groups Affected Staff, Constituents

Owner Judith Giles

Crime Yes

Insurance

Cause

Impact

Major

### Assessment

Inherent	3	MEDIUM	Current	3	MEDIUM	Target		
----------	---	--------	---------	---	--------	--------	--	--

Control Evaluation Strong Controls

Risk Evaluation Tolerable

### Current Controls

Determine responsibility of clerk/committee/council.  
 Ensure that presentation to committee/council follows an agreed timetable.  
 Ensure that the precept is set as a result following members consideration of all relevant estimated expenditure requirements for the forthcoming financial year for all heads of expenditure, and anticipated income.  
 Ensure all charges made by the council are reviewed annually. The adequacy of all balances and reserves are also reviewed annually. Ensure effective budget monitoring is in place throughout the year and quarterly financial statements presented to the council or relevant committee.

### Proposed Actions

To seek specialist accountants advise and their attendance at the meeting of the Council.

Action Status

Action Owner

Target Date

### Review

Last Review 21/04/2020

Next Review 21/04/2021

Review Period Annually

Reviewed by Judith Giles

### Review Notes



397 Loss of money through theft/misappropriation.

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Financial

Groups Affected

Owner Judith Giles

Crime

Insurance OPTIONAL

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
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Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Financial Policy. Determine responsibility for cash at all sources.  
 Receipts are issued for all income except bar. Transactions are recorded on till. Main Bar has CCTV conferring till.  
 Secure arrangements are in place for all monies held pending banking.  
 Daily arrangements are in place for prompt for recording and banking of all cash received.  
 Monthly bank reconciliation is carried out by Accountant.  
 Ensure that the council holds adequate fidelity guarantee insurance.  
 Cashless payments implemented.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 04/05/2020

Next Review 04/05/2021

Review Period Annually

Reviewed by Howard Brisland

#### Review Notes

398 Failure to ensure proper use of funds under specific powers / S137.

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Financial

Groups Affected

Owner Judith Giles

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Ensure that all expenditure under section 137 is separately recorded in the cash book.  
 Ensure that total expenditure granted under section 137 does not exceed the statutory limitation for the council.  
 Ensure that all grant applications are complete and fully supported by the applicants annual accounts prior to submission to the council or relevant committee for consideration.  
 Ensure that all grant applications are complete and fully supported prior to submission.  
 Ensure that all approvals are properly recorded in the minutes.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 05/05/2020

Next Review 28/04/2021

Review Period Annually

Reviewed by Howard Brisland

#### Review Notes

399 Risk to third party as a consequence of providing a service

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Financial

Groups Affected

Owner Judith Giles

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Ensure that appropriate insurance cover/policy is in force.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 05/05/2020

Next Review 05/05/2021

Review Period Annually

Reviewed by Howard Brisland

#### Review Notes

400 Failure to maintain an effective payments system.

Area of Interest STRATEGIC, FINANCIAL MANAGEMENT

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Determine responsibility for control of expenditure.  
All payments to be supported by an invoice/voucher.  
All detail to be checked and payment entered into a cash book or equivalent.  
All payments to be approved by council and recorded in minutes.  
All cheques to be signed by the relevant signatories.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 05/05/2020

Next Review 05/05/2021

Review Period Annually

Reviewed by Howard Brisland

#### Review Notes

401 Failure to notify/record gifts.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that all staff/members are aware of responsibilities.  
Maintain gift register.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

402 Failure to meet statutory duty on meetings

Area of Interest STRATEGIC

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

All notices are posted in the prescribed places 4 clear days prior to any meeting,  
All Councillors are notified of Meetings by way of a summons and agenda,  
Minutes of all meetings are taken and approved copies signed by the chairman and kept on a minute file.  
Maintain attendance records.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

403 Failure to report Council business in Minutes

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

**Assessment**

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

**Current Controls**

Ensure proper, timely and accurate recording of council business in the minutes.  
 Ensure that all minutes are signed and paginated and are presented to the next meeting for approval and adoption.  
 The approved minutes are signed by the chairman and placed in the minute file with each page dated.  
 That the minute numbers run consecutively.  
 Maintain security of master copy.

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review

Next Review

Review Period

Reviewed by

**Review Notes**

404 Failure to comply with new Regulations /Legislation

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

**Assessment**

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

**Current Controls**

Ensure that proper training policy is in place.  
Continue in membership of appropriate local/national associations.  
The members also subscribe to appropriate publications which provide information on new regulations and legislation.  
Encourage staff networking.

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review

Next Review

Review Period

Reviewed by

**Review Notes**



405 Failure to respond to the elector's wish to exercise its rights

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure members and staff are aware of Electors' Rights.  
 Ensure that time is set aside prior to the start of each meeting for members questions and comments.  
 Follow procedures for dealing with enquiries.  
 Increase awareness of accessibility of the Council to the public.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

406 Disability & Discrimination

RTC compliance with Equality Act 2010 and the United Nations (UN) Convention on disability rights.  
Access and use of TH. Equality and discrimination of staff and public.

Area of Interest STRATEGIC, TOWN HALL

Nature of Hazard Administration/Legal

Groups Affected Tenants, Staff, Visitors, Contractors,  
Attendees at an Event, Public, Constituents

Owner Howard Brisland

Crime

Insurance

Cause

Impact

Minor

## Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation Strong Controls

Risk Evaluation Tolerable

### Current Controls

Ensure that all conditions of the Act as they affect service provision are met.  
Allocate responsibility to ensure that standards/ongoing requirements are met.  
Carry out periodical review of service.

### Proposed Actions

Equality and Diversity Policy to be introduced. Draft to be presented to Full Council

Action Status In progress

Action Owner Judith Giles

Target Date 18/05/2021

## Review

Last Review

Next Review 19/05/2021

Review Period Annually

Reviewed by

### Review Notes

Result of Full Council 18th May.

407 Defamation

Area of Interest STRATEGIC, NEWSLETTERS

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that all input is subject to careful check and approved by Full Council.  
 Arrange for professional examination of any sensitive material.  
 Ensure that adequate insurance cover is held.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

408 Failure to meet statutory obligation re non - political content

Area of Interest STRATEGIC, NEWSLETTERS

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period As and when

Reviewed by

#### Review Notes

409 Failure to meet minimum requirement for quality status

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Arrange testing/ assessment of input to ensure that requirement is met.  
Gain approval by council prior to publication.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

410 Failure to deliver and litter

Area of Interest STRATEGIC, NEWSLETTERS

Nature of Hazard Environmental

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Determine policy for distribution.  
Prepare written conditions for service providers.  
Test distribution arrangements.  
Take appropriate action against offenders.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

411 Failure to collect income

Area of Interest STRATEGIC, NEWSLETTERS

Nature of Hazard Financial

Groups Affected Staff, Constituents

Owner Judith Giles

Crime

Insurance

Cause  
TVBC becomes bankrupt  
UK Banking system collapse

Impact  
Major

### Assessment

Inherent	3	MEDIUM	Current	3	MEDIUM	Target		
----------	---	--------	---------	---	--------	--------	--	--

Control Evaluation Strong Controls

Risk Evaluation Tolerable

### Current Controls

Determine responsibility for collection of income  
 Ensure that all income due to the council and received is properly recorded.  
 Ensure receipts are issued for all income received.  
 Arrange for prompt banking of all income.  
 Ensure procedures are in place for issue of reminders for unpaid income.  
 Follow defined procedure for reminders.  
 Ensure Council approval for write-off on any bad debts.  
 Ensure audit testing procedures are in place.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 27/04/2020 Next Review 27/04/2021 Review Period Annually Reviewed by Judith Giles

### Review Notes

412 Inadequate budget provision

Area of Interest STRATEGIC, NEWSLETTERS

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that service requirements are included in budgetary process.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes



413 Non production of newsletter

Area of Interest STRATEGIC, NEWSLETTERS

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Determine responsibility for and ensure that all publication deadlines are met.  
Ensure that all contracts with service provider signed and sealed.  
Monitor performance to ensure that contract conditions/obligations are met.  
Enforce contract conditions.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 01/11/2018

Next Review 01/11/2019

Review Period Annually

Reviewed by Judith Giles

#### Review Notes

414 Inadequate budget provision

Area of Interest STRATEGIC, TOWN HALL

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure requirements included in annual budget process.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

415 Poor Office Conditions

Area of Interest STRATEGIC, TOWN HALL

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

### Current Controls

Arrange periodical inspection of office.  
Report any adverse conditions to council/committee/landlord as appropriate  
Arrange repair/maintenance etc. in accordance with tenancy agreement.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Quarterly

Reviewed by

### Review Notes

416 Poor/Faulty Office Furniture

Area of Interest STRATEGIC, TOWN HALL

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Arrange periodical inspection of office furniture and fittings.  
Where appropriate submit report to council/committee for approval to repair/replace.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

417 Fire

Area of Interest STRATEGIC, TOWN HALL

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure Health/Safety testing complete.  
 Ensure appropriate staff training  
 Provide for strict security/control of combustible materials held by council.  
 Fire alarm tested weekly.  
 Fire drills held on a regular basis  
 Provide appropriate fire extinguishers are in place  
 Ensure appropriate signage in place.  
 That a risk assessment is in place.  
 Ensure appropriate regulations/controls in hire documentation.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

418 Legionella bacteria in water supply

Area of Interest STRATEGIC, TOWN HALL

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Only toilet, handwashing facilities and kitchen sinks are provided in buildings belonging to the Town Council. Greater risk from Legionella bacteria could occur in showering facilities.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

419 Defective Electrical Equipment/Machinery

Area of Interest STRATEGIC, TOWN HALL

Nature of Hazard Technical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

**Assessment**

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

**Current Controls**

Ensure maintenance agreement/contract in place where appropriate.  
 Allocate responsibility for local repair/maintenance.  
 Restrict access to qualified personnel only.  
 Arrange regular inspection to ensure that any statutory obligations are met.  
 Ensure that PAT is carried out regularly by a competent qualified person.  
 Ensure that the appropriate records maintained.

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review

Next Review

Review Period Annually

Reviewed by

**Review Notes**

420 Inadequate budget provision

Area of Interest STRATEGIC, PROVISION OF WEBSITE/INTERNET ACCESS

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Annual costs included in the precept budget.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes



421 Failure of Website/Internet Providers

Area of Interest STRATEGIC, PROVISION OF WEBSITE/INTERNET ACCESS

Nature of Hazard Technical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Maintenance/service level agreements in place.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

422 | Absence of service level agreements

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that all service level agreements are fully completed and operational.  
Monitor performance to ensure conditions met.  
Review conditions periodically.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

423 Failure to obtain necessary licences.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Determine responsibility for obtaining licences.  
Maintain adequate records of licence application, renewal etc.  
Ensure premises licence is in place.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

424 Failure to complete user agreements

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Determine responsibility for dealing with user applications.  
Completed agreement to be a pre-requisite of facility hire.  
Arrange periodical review of conditions of use etc.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

425 Maintenance of diary of events etc

Area of Interest STRATEGIC

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Determine responsibility for maintenance of events diary.  
Ensure that a completed booking/application lettings agreement is a prerequisite to facility hire.  
All applications to be cross referenced to account/receipt number and filed.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

426 Inadequate representation on management committee

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Arrange appointment of council representatives as set out in management agreement.  
Arrange periodical report on council agenda.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

427 Noise etc pollution

Area of Interest STRATEGIC

Nature of Hazard Environmental

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Where appropriate set conditions in hire documentation  
 Carry out regular site inspections.  
 Maintain record of any complaints received and instigate prompt action where appropriate.  
 Liaise with local enforcement agencies.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period As and when

Reviewed by

#### Review Notes

428 Inadequate budget provision

Area of Interest STRATEGIC

Nature of Hazard Financial

Groups Affected Staff, Constituents

Owner Judith Giles

Crime Yes

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that service/facility requirements are detailed in Budget process and reviewed annually.

#### Proposed Actions

Action Status Completed

Action Owner Judith Giles

Target Date

### Review

Last Review

Next Review 11/11/2019

Review Period Annually

Reviewed by

#### Review Notes



429 Failure to set/review charges.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that all charges are reviewed annually as an integral part of the budgetary process.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

430 Failure to collect income.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Determine responsibility for collection of income  
 Ensure that all income due to the council and received is properly recorded.  
 Ensure receipts are issued for all income received.  
 Arrange for prompt banking of all income.  
 Ensure procedures are in place for issue of reminders for unpaid accounts.  
 Follow defined procedure for reminders.  
 Ensure Council approval for write-off on any bad debts.  
 Ensure audit testing procedures are in place.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

431 Security of premises and contents

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Define policy for security of premises and equipment  
 Maintain asset register and photographs of all items of any value together with a digital back up copy.  
 Allocate responsibility for security/control of equipment.  
 All offices/premises are locked outside working hours.  
 Letting agreements are in place with a condition to secure building on departure.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

432 Maintenance of buildings

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Define responsibility for maintenance.  
 Carry out regular inspections of all buildings.  
 Ensure that where appropriate proper contractual arrangements are in place.  
 Arrange staff training where required.  
 Detailed records kept of all work scheduled/completed.  
 That each building is individual risk assessed.  
 That the risk assessments are reviewed annually.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

433	Fire
-----	------

**Area of Interest**

**Nature of Hazard**

**Groups Affected**

**Owner**

**Crime**

**Insurance**

**Cause**

**Impact**

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

**Control Evaluation**

**Risk Evaluation**

**Current Controls**

Ensure Health/Safety testing complete.  
 Ensure appropriate staff training  
 Ensure a strict 'no smoking' and 'no naked flame' policy operates throughout all council buildings.  
 Provide for strict control of combustible materials held by the council.  
 Provide appropriate extinguishers etc.  
 Fire alarm and emergency lighting system in place.  
 Ensure appropriate signage in place.  
 Ensure that a Fire risk assessment is reviewed annually.  
 Ensure that the appropriate regulations/controls included in hire documentation.

**Proposed Actions**

**Action Status**

**Action Owner**

**Target Date**

### Review

**Last Review**

**Next Review**

**Review Period**

**Reviewed by**

**Review Notes**

434 Theft

Area of Interest STRATEGIC

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Determine responsibility for security.  
Ensure that security of all plant, equipment and premises is recognised as a priority.  
Provide for required staff training  
Maintain register of assets.  
Maintain liaison with local enforcement agencies.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

436	Hazardous substances
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**Area of Interest**

**Nature of Hazard**

**Groups Affected**

**Owner**

**Crime**

**Insurance**

**Cause**

**Impact**

**Assessment**

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

**Control Evaluation**

**Risk Evaluation**

**Current Controls**

Define responsibility for use and control.  
 Provide for any necessary training.  
 Provide for appropriate protective clothing.  
 Ensure that any necessary licences, certificates for use have been obtained.  
 Ensure that security is sound.  
 Ensure that COSHH regulations adhered to regarding the storage of cleaning substances.

**Proposed Actions**

**Action Status**

**Action Owner**

**Target Date**

**Review**

**Last Review**

**Next Review**

**Review Period**

**Reviewed by**

**Review Notes**

437	Stock control
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**Area of Interest**

**Nature of Hazard**

**Groups Affected**

**Owner**

**Crime**

**Insurance**

**Cause**

**Impact**

**Assessment**

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

**Control Evaluation**

**Risk Evaluation**

**Current Controls**

Define responsibility for stock.  
 Arrange for regular stock checks.  
 Reconcile stock to sales/usage.  
 Investigate significant differences.  
 Maintain comprehensive stock records.

**Proposed Actions**

**Action Status**

**Action Owner**

**Target Date**

**Review**

**Last Review**

**Next Review**

**Review Period**

**Reviewed by**

**Review Notes**



438 Provision of inadequate standard of seating.

Area of Interest STRATEGIC

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

### Current Controls

Determine council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers.  
Ensure that all prospective donors are provided with copy of policy prior to acceptance and carry out inspection of all seating prior to acceptance.  
Arrangements will be made for safe and secure installation.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

### Review Notes

440 Fire

Area of Interest STRATEGIC

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure Health/Safety testing complete.  
 Ensure appropriate staff training  
 Provide for strict security/control of combustible materials held by council.  
 Provide appropriate extinguishers etc.  
 Ensure appropriate signage in place.  
 Ensure appropriate regulations/controls adhered to.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

441 Injury or damage arising from use.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Carry out regular inspection of public seating & maintain records.  
Have necessary arrangements in place for repair/renewal.  
Ensure that appropriate insurance cover is held.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

442 Provision of inadequate public seating

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that all applicants wishing to provide public seating are provided with a copy of the council policy. Inspect all seats prior to acceptance to ensure required standards are met.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

443 Inadequate maintenance of shelters & seats

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Determine responsibility for maintenance of property.  
 Arrange regular inspection and cleaning.  
 Arrange repairs and maintenance as per programme or as required.  
 Have arrangement in place to remove/replace dangerous equipment.  
 Maintain records of repair and maintenance.  
 Maintain and update the Assets Register.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

444 Service level agreements

Area of Interest STRATEGIC, STREET/FOOTWAY LIGHTING

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

### Current Controls

Ensure that all service level agreements are fully completed and operational.  
Monitor performance to ensure conditions met.  
Review conditions periodically.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

### Review Notes

445 Contracts with service providers

Area of Interest STRATEGIC, STREET/FOOTWAY LIGHTING

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that all contracts are signed and sealed.  
Monitor performance to ensure that contract conditions/obligations are met.  
Where appropriate examine contractor insurance documentation.  
Review conditions periodically.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period As and when

Reviewed by

#### Review Notes

446 Failure to provide lighting

Area of Interest STRATEGIC, STREET/FOOTWAY LIGHTING

Nature of Hazard Environmental

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

### Current Controls

Monitor Service Level Agreement with major authority on a regular basis  
Report any faulty lights as soon as possible  
Monitor service performance and enforce agreement conditions.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

### Review Notes



449 Inadequate budget provision

Area of Interest STRATEGIC, STREET/FOOTWAY LIGHTING

Nature of Hazard Financial

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that service/facility requirements are detailed in budget process.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period As and when

Reviewed by

#### Review Notes

450 Maintenance

Area of Interest STRATEGIC, STREET/FOOTWAY LIGHTING

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Define responsibility for maintenance.  
Ensure contractual arrangements in place for renewal/repair  
Carry out regular inspections of all equipment.  
Maintain detailed records of all work scheduled/completed.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

451 Security of inspection plates etc.

Area of Interest STRATEGIC, STREET/FOOTWAY LIGHTING

Nature of Hazard Physical

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Arrange for regular inspection of equipment.  
Ensure contractual arrangements in place for renewal/repair.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

#### Review Notes

452 Maintenance of register/records

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Determine responsibility for maintenance of register.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

453 Failure to meet consultation deadlines.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure adequate number of Planning & Environment Committee meetings are arranged.  
Where necessary liaise with the Planning Authority for possible extension.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

454 Security of records

Digital and paper Council documents. Including archive.  
Held within RTC Office, strong room and basement.  
Server is backed up daily and held off site by IT Contractor

Area of Interest STRATEGIC

Nature of Hazard Physical

Groups Affected Staff

Owner Judith Giles

Crime Yes

Insurance

Cause

Impact

Minor

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Allocate responsibility for records.  
Provide for secure storage facilities.  
Paper records in locked cupboards or safe/strong room  
Intruder alarm. Fire alarm. Fire Risk Assessment.  
Member of Hampshire Police notifiable key holders scheme  
Digital records backed up and held by IT Contractor in encrypted cloud vault

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 28/04/2020

Next Review 28/04/2021

Review Period Annually

Reviewed by Howard Brisland

#### Review Notes

455 Failure to obtain necessary approval for events

Licenses for: Road closures, Christmas Lights, Summer Bunting, Markets/Fairs, Parades

Area of Interest STRATEGIC, TOWN SIGNS

Nature of Hazard Administration/Legal

Groups Affected Contractors, Attendees at an Event, Public, Constituents

Owner Judith Giles, Howard Brisland

Crime Yes

Insurance

**Cause**

Lack of supporting compliance.  
No Insurance  
Not submitted in time

**Impact**

Minor

**Assessment**

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

**Current Controls**

Determine responsibility for administration: Mayors Secretary, TCM or Building Manager  
Ensure that appropriate applications are submitted to Highway Authority (HCC) and or TVBC  
Regular events in calendar operated by Mayors Secretary  
Occasional or one-off events will have separate planning group.

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review 28/04/2020

Next Review 28/04/2021

Review Period Annually

Reviewed by Howard Brisland

**Review Notes**

456 Inadequate budget provision

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent	3	MEDIUM	Current	3	MEDIUM	Target		
----------	---	--------	---------	---	--------	--------	--	--

Control Evaluation

Risk Evaluation

#### Current Controls

Ensure service requirement included in annual budget.

#### Proposed Actions

Budget requirements put to committee annually.

Action Status

Action Owner

Target Date

### Review

Last Review  Next Review  Review Period  Reviewed by

#### Review Notes



457 | Vandalism

Wilful damage to any RTC asset by unknown person(s)

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

**Assessment**

Inherent	<b>2</b>	LOW	Current	<b>2</b>	LOW	Target	<b>2</b>	LOW
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Control Evaluation

Risk Evaluation

**Current Controls**

Carry out regular inspection of signs and street furniture.  
Maintain liaison with local enforcement agencies.  
Take action as appropriate against offenders.

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review

Next Review

Review Period

Reviewed by

**Review Notes**

Processes to be reviewed at each report of vandalism

458 Inadequate maintenance.

Town Hall and street furniture including war horse as per the Asset Register.

**Area of Interest** STRATEGIC, CHARTER STONE, CORN MARKET JARDINERES, SEASONAL DECORATION, Ladders & Tower, ALLOTMENT - Southampton Road, BAR SERVICES , LAND AT THE STAR, TOWN HALL, BENCHES, STREET/FOOTWAY LIGHTING, TOWN SIGNS , WATER SUPPLY/FOUNTAIN, WAR HORSE

**Nature of Hazard** Physical

**Groups Affected** Tenants, Staff, Visitors, Attendees at an Event, Public, Constituents

**Owner** Howard Brisland

**Crime**

**Insurance** STATUTORY

**Cause**

**Impact**

Moderate

## Assessment

Inherent	4	MEDIUM	Current	4	MEDIUM	Target		
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**Control Evaluation** Adequate Controls

**Risk Evaluation** Tolerable

### Current Controls

Building Manager in Post.  
Maintenance Policy in place including itemised cyclical policy.  
Budget arranged annually according to policy.

### Proposed Actions

Periodic inspections inline with Policy.  
Budget requested annually.

**Action Status** Completed

**Action Owner** Howard Brisland

**Target Date**

## Review

**Last Review** 21/04/2020

**Next Review** 21/04/2021

**Review Period** Annually

**Reviewed by** Howard Brisland

### Review Notes

Quinquennial Inspection carried out March 20

459 Vandalism

**Damage to Town Hall, Land and Street Furniture including War Horse and Charter Stone**

**Area of Interest** STRATEGIC, ALLOTMENT - Southampton Road, LAND AT THE STAR, BENCHES, STREET/FOOTWAY LIGHTING, WAR HORSE

**Nature of Hazard** Physical

**Groups Affected** Staff, Public

**Owner** Howard Brisland

**Crime**

**Insurance** STATUTORY

**Cause**

**Impact** Moderate

**Assessment**

Inherent	4	MEDIUM	Current	4	MEDIUM	Target	4	MEDIUM
----------	---	--------	---------	---	--------	--------	---	--------

**Control Evaluation** Adequate Controls

**Risk Evaluation** Tolerable

**Current Controls**

Maintain security.  
Maintain liaison with local enforcement agencies.  
Take action as appropriate against offenders.  
Regular checks undertaken  
Warhorse and TH Yard Floodlit  
Warhorses covered by town cctv

**Proposed Actions**

CCTV on War Horse being investigated with TVBC

**Action Status** Completed

**Action Owner** Judith Giles, Howard Brisland

**Target Date** 30/10/2020

**Review**

**Last Review** 22/04/2021

**Next Review** 18/04/2022

**Review Period** As and when

**Reviewed by** Howard Brisland

**Review Notes**

One minor damage incident to Warhorse in last year. Three in total.  
CCTV now covers Warhorse

462 War Horse statue. Resin based construction on a steel entablature.

**Damage**  
Accident to public whilst interacting

**Area of Interest** STRATEGIC, WAR HORSE

**Nature of Hazard** Physical

**Groups Affected** Public

**Owner**

**Crime**

**Insurance** STATUTORY

**Cause**

Vandalism  
Interaction

**Impact**

Moderate

### Assessment

Inherent			Current	2	LOW	Target		
----------	--	--	---------	---	-----	--------	--	--

**Control Evaluation** Strong Controls

**Risk Evaluation** Tolerable

**Current Controls**

Insured  
Floodlit at night  
Sign erected requesting the public do not climb on the statue.  
Additional signage placed at base "Do Not Climb" 2019

**Proposed Actions**

CCTV being investigated with TVBC Meeting 9 March 20

**Action Status** Completed

**Action Owner** Howard Brisland

**Target Date** 05/10/2020

### Review

**Last Review** 26/04/2021

**Next Review** 21/04/2022

**Review Period** Annually

**Reviewed by** Howard Brisland

**Review Notes**

CCTV investigation being disrupted by Covid-19-19 shutdown  
CCTV now fitted

463 Ownership and Control of Universal Resource Locator (URL)

Area of Interest STRATEGIC

Nature of Hazard Administration/Legal

Groups Affected Staff, Public, Constituents

Owner Howard Brisland

Crime

Insurance

Cause

Impact  
Minor

**Assessment**

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

**Current Controls**

URL is on a two year rolling contract administered by our IT Contractor  
 Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered.  
 Ensure that hosting charges and domain renewal charges are met by council.  
 Ensure that council has full details of web address, account name and password.

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review 28/04/2020    Next Review 28/04/2021    Review Period Annually    Reviewed by Howard Brisland

**Review Notes**

464 Content

Area of Interest STRATEGIC

Nature of Hazard Administration/Legal

Groups Affected Staff, Public, Constituents

Owner Judith Giles

Crime

Insurance

Cause

Impact

Minor

## Assessment

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

### Current Controls

Content is only updated by RTC staff with oversight of the Chief Officer to approved policy.

### Proposed Actions

Action Status

Action Owner

Target Date

## Review

Last Review 28/04/2020

Next Review 28/04/2021

Review Period Annually

Reviewed by Howard Brisland

### Review Notes

465 Insurance

Area of Interest STRATEGIC

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Our Brokers conduct an audit with the Chief Officer each February prior to renewal. This includes both best value and cover. Ensure that appropriate insurance cover is held by council.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 28/04/2020 Next Review 28/04/2021 Review Period Annually Reviewed by Howard Brisland

#### Review Notes

466 Availability of Software tools to build and manage website

Area of Interest STRATEGIC

Nature of Hazard Administration/Legal

Groups Affected

Owner Judith Giles

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Website hosted by Weebly. Built and managed in-house by RTC staff. RTC have full IT package supplied and supported by a contractor.  
Ensure that the council controls ownership of the necessary software including website editor, FTP (File Transfer Tool), anti virus software, image management software and a word processor.  
Ensured with new web site design

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 28/04/2020    Next Review 28/04/2021    Review Period Annually    Reviewed by Howard Brisland

#### Review Notes



467 Risk arising from use of unlicensed software

Area of Interest STRATEGIC

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime

Insurance

Cause

Impact  
Minor

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Software is only obtained from reputable sources being purchased or open source. Installation has to be via our IT Contractors who will not use unauthorised products.  
Bespoke programmes also include support package.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 28/04/2020 Next Review 28/04/2020 Review Period Annually Reviewed by Howard Brisland

#### Review Notes

468 Dependence upon an individual - Web Site

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

**Cause**

Retirement  
Resignation  
Illness  
Death

**Impact**

Moderate

**Assessment**

Inherent		Current	2	LOW	Target	2	LOW
----------	--	---------	---	-----	--------	---	-----

Control Evaluation

Risk Evaluation

**Current Controls**

Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status.  
Provide training where necessary to minimise risk.  
Faye Godwin and Mark Edgerley are lead and backup operatives.  
Heather Stevens trained. Howard Brisland has access but limited knowledge

**Proposed Actions**

Cross train other members of staff as and when practical

Action Status

Action Owner

Target Date

**Review**

Last Review

Next Review

Review Period

Reviewed by

**Review Notes**

469 Loss of Data/ Inability to access backup

Area of Interest STRATEGIC

Nature of Hazard Administration/Legal

Groups Affected

Owner

Crime Yes

Insurance

**Cause**

Fire  
Computer hack  
Break-in and theft

**Impact**

Minor

**Assessment**

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

**Current Controls**

Daily back-up taken of digital documents and stored in a secure remote data centre by contracted IT Service Provider.  
Essential paper documents are stored in fire proof safe.  
Website, Risk Management and telephony is cloud based.  
Disaster recovery plan in place. IT provider to provide remote working.  
Agreement with TVBC to use office in old magistrates court building.  
Building has up to date Fire plan and precautions. Intruder alarm to key areas.

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review 27/04/2020 Next Review 27/04/2021 Review Period Annually Reviewed by Howard Brisland

**Review Notes**

470 Non compliance with Freedom of Information Act

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

**Assessment**

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation

Risk Evaluation

**Current Controls**

Ensure that legal requirements are met in full.  
Ensure that all information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the website.

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review

Next Review

Review Period

Reviewed by

**Review Notes**

471 Non conformance with the Data Protection Act

Area of Interest STRATEGIC

Nature of Hazard Administration/Legal

Groups Affected Staff, Constituents

Owner Judith Giles

Crime Yes

Insurance

Cause

Impact  
Minor

**Assessment**

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

**Current Controls**

Where posting information to website, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed.  
The data must be fairly and lawfully processed.  
Ensure that all legal requirements are met.  
Registered with IPC  
Staff keeps up to date with requirements

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review 27/04/2020

Next Review 27/04/2021

Review Period Annually

Reviewed by Howard Brisland

**Review Notes**

472 Lack of motivation for continued management of website.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
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Control Evaluation

Risk Evaluation

#### Current Controls

Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources.  
Ensure that proper recognition is given to site manager.  
Arrange for regular review of site content and update of the site content is carried out on an as required basis.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review  Next Review  Review Period  Reviewed by

#### Review Notes

473 Lack of visibility of visitor numbers to website

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent	<b>1</b>	LOW	Current	<b>1</b>	LOW	Target	<b>1</b>	LOW
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that a web site statistics package is available on site.  
 Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting.  
 Ensure that examination of detail is an integral part of the process.

#### Proposed Actions

Upgrade website to include visitor number count. Available in management section.

Action Status

Action Owner

Target Date

### Review

Last Review  Next Review  Review Period  Reviewed by

#### Review Notes

474 Compromise of copyright by inclusion of website links or frames.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation

Risk Evaluation

#### Current Controls

If web site contains links to other sites ensure permission of destination website is prerequisite.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes



475 Confusion arising from links to external websites

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

**Assessment**

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation

Risk Evaluation

**Current Controls**

Ensure that adequate control is in place and that web site makes clear council privacy policy that it is not responsible for the privacy practices or the content of external websites.  
Website built and managed by RTC staff

**Proposed Actions**

Minimise links and only use trustworthy sites.

Action Status

Action Owner

Target Date

**Review**

Last Review

Next Review

Review Period

Reviewed by

**Review Notes**

476 The placing of information on site that may put people at risk.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

**Assessment**

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation

Risk Evaluation

**Current Controls**

RTC staff manage this web site. All involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved. Only designated RTC personnel are able to upload information on website.

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review  Next Review  Review Period  Reviewed by

**Review Notes**

478 Inadequate control of website

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation

Risk Evaluation

#### Current Controls

Built and maintained by RTC using weebly programme.  
(Ensure in all circumstances where third party is involved in design and control of website that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s).  
Ensure that a Service Level Agreement with the website provider is in place.)

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review  Next Review  Review Period  Reviewed by

#### Review Notes

479 Risk arising from poor design / appearance of website

Area of Interest STRATEGIC

Nature of Hazard Technical

Groups Affected Constituents

Owner Judith Giles

Crime No

Insurance

Cause  
Out of date web site

Impact  
Moderate

### Assessment

Inherent			Current	2	LOW	Target	2	LOW
----------	--	--	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

New website created with design is undertaken by suitably qualified and experienced operators.  
Ongoing monitoring

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 27/04/2020

Next Review 27/04/2021

Review Period Annually

Reviewed by Howard Brisland

#### Review Notes

Current average of 50 visits per day.

480 Failure to meet needs/expectations of visitors to website.

Area of Interest STRATEGIC

Nature of Hazard Technical

Groups Affected

Owner

Crime

Insurance

Cause

Impact

Out of date website and information

Minor

### Assessment

Inherent	1	LOW	Current	1	LOW	Target	1	LOW
----------	---	-----	---------	---	-----	--------	---	-----

Control Evaluation Strong Controls

Risk Evaluation Tolerable

### Current Controls

New website is now working with RTC staff in full editorial control. Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary. Several trained operatives to ensure continuity

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 27/04/2020

Next Review 27/04/2021

Review Period Annually

Reviewed by Howard Brisland

### Review Notes

481 Lack of visibility of website to search engines

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
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Control Evaluation

Risk Evaluation

#### Current Controls

Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and is updated as required.

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

New site and in-house management working well

482 Breaching GDPR regulations

Risk of breaching any of the GDPR regulations around the storage of personal details.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

Cause

Impact

### Assessment

Inherent			Current	1	LOW	Target	1	LOW
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Control Evaluation

Risk Evaluation

#### Current Controls

Relevant people written to to ask permission to hold name and address.  
On going process to get permission from new names  
Implementation of NALC guidance  
Registered with relevant authority

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review

Next Review

Review Period

Reviewed by

#### Review Notes

483 Winding Council Chamber Clock

Clock needs to wound weekly. At a height of 2 metres.

Area of Interest OPERATIONAL, Ladders & Tower

Nature of Hazard Fall from height

Groups Affected Staff

Owner Howard Brisland

Crime No

Insurance Employers/Public

Cause  
Fall from height

Impact  
Major

### Assessment

Inherent	3	MEDIUM	Current	3	MEDIUM	Target	3	MEDIUM
----------	---	--------	---------	---	--------	--------	---	--------

Control Evaluation Strong Controls

Risk Evaluation Tolerable

#### Current Controls

Six monthly ladder checks  
Working at height training  
Competent operatives

#### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 21/04/2020 Next Review 21/04/2022 Review Period Bi-annually Reviewed by Howard Brisland

#### Review Notes



484 Christmas Lights

Lighting festoons attached to buildings controlled by central cabinate in Market Place. Areas covered, Market Place, Bell Street, Church place and Street, The Hundred, Commarket, Stirling Walk, Latimer Street and Walk. 25' Tree in Market Place.

**Area of Interest** SEASONAL DECORATION, OPERATIONAL

**Nature of Hazard** Trips/slips/falls on same level, Fire/explosion, Contact from hand tools, Fall of object/material from height, Violence/physical assault, Contact with vehicle, Electrical shock or burn, Reputational, Administration/Legal, Contractor, Financial, Technical, Health & Safety

**Groups Affected** Staff, Contractors, Attendees at an Event, Public

**Owner** Howard Brisland

**Crime** No

**Insurance** STATUTORY

**Cause**

Falling festoons. Exceptional weather. Vandalism

**Impact**

Moderate

### Assessment

Inherent			Current	4	MEDIUM	Target	4	MEDIUM
----------	--	--	---------	---	--------	--------	---	--------

**Control Evaluation** Strong Controls

**Risk Evaluation** Tolerable

**Current Controls**

RTC Policy. Investment in modern equipment 2017-20. Thereafter replacement programme in place. HCC licence. Insurance. Specialist contractor. Load point fixing testing. Tree barriers. Conform to ILP Professional Lighting Guide 06 and BS7671. Weekly inspections during "Live" operational phase.

**Proposed Actions**

**Action Status** Completed

**Action Owner**

**Target Date**

### Review

**Last Review** 02/11/2023

**Next Review** 04/09/2024

**Review Period** Annually

**Reviewed by** Howard Brisland

**Review Notes**

2019 review incorporated the new Market Place electrical supply.

485 Roof Void Access

Access to main roof void over Council Chamber.  
Once per annum for inspection or for electrical works to CC lighting gantry.

Area of Interest OPERATIONAL, TOWN HALL

Nature of Hazard Fall from height, Trips/slips/falls on same level, Collapse of floors/surfaces

Groups Affected Staff, Contractors

Owner Howard Brisland

Crime No

Insurance STATUTORY

### Cause

Ladder slip - maximum drop 3.5M  
Inclement weather  
Low beams  
Walking off gantry - maximum drop 6.5M

### Impact

Major

### Assessment

Inherent	3	MEDIUM	Current	3	MEDIUM	Target	3	MEDIUM
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Control Evaluation Adequate Controls

Risk Evaluation Tolerable

### Current Controls

Only trained staff and Contractors. No loan working.  
Hard Hats, safety boots/shoes non snag clothing such as boiler suit to be worn.  
Only access from stairwell door direct to roof void door.  
Torch and two-way radios to be carried.  
Office to be informed of access and to hold second radio.  
No access during: Rain, Wind gusts in excess of 40mph, temperatures over 30C or freezing conditions.  
Only walk on walkway in void space.  
Lighting fitted.

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 21/04/2020

Next Review 21/04/2021

Review Period Annually

Reviewed by Howard Brisland

### Review Notes

Last accessed 17 March 2020 for QQ. H Brisland and James Laffeaty from Consurv

486 Remembrance Parade

Parade in three parts.  
Service/Civillian - Civic/Ecclesiastical

Area of Interest EVENTS

Nature of Hazard Trips/slips/falls on same level, Violence/physical assault, Contact with vehicle, Struck by moving or flying objects, Struck against fixed object/obstruction, Reputational

Groups Affected Staff, Attendees at an Event, Public

Owner Judith Giles

Crime No

Insurance STATUTORY

### Cause

Weather  
Moving vehicle  
Protester  
Terrorist activity  
Dropped flag/mace

### Impact

Minor

## Assessment

Inherent			Current	1	LOW	Target	1	LOW
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Control Evaluation Strong Controls

Risk Evaluation Tolerable

### Current Controls

Road closures in place with RTC Marshals manning closure points. Nature of road layout inhibits fast moving traffic.  
First Aid cover provided by St Johns.  
General stewarding provided by Army Cadets.  
Police present  
Each component part of parade has its own leadership.  
Detail plan and running order supplied by RTC.  
This is the overall RA tying all parts together.  
See Government Security Advice <https://www.protectuk.police.uk/>

### Proposed Actions

Provide new saluting platform with guardrails and steps.

Action Status Completed

Action Owner Howard Brisland

Target Date 01/11/2023

## Review

Last Review 01/11/2023

Next Review 06/11/2024

Review Period Annually

Reviewed by Howard Brisland

### Review Notes

Added changed Government Security Advice <https://www.protectuk.police.uk/>  
Counter Terrorism Policing's Winter Campaign Toolkit 2023/24  
ProtectUK publication date 27/10/2023

487 Pandemic Closure of Town Hall due to Infectious disease outbreak.

Loss of revenue  
Unable to continue office function  
Loss of staff

**Area of Interest** COUNCIL MEETINGS, COUNCIL PROPERTY & DOCUMENTS, EMPLOYMENT OF STAFF, FINANCIAL MANAGEMENT, NEWSLETTERS, TOWN HALL, PROVISION OF WEBSITE/INTERNET ACCESS

**Nature of Hazard** Regulatory, Administration/Legal, Financial, Health & Safety

**Groups Affected** Tenants, Staff, Attendees at an Event, Constituents

**Owner** Judith Giles

**Crime**

**Insurance**

**Cause**

Pandemic, or local outbreak of viral contagion

**Impact**

Major

## Assessment

Inherent	6	HIGH	Current	3	MEDIUM	Target	3	MEDIUM
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**Control Evaluation** Strong Controls

**Risk Evaluation** Tolerable

### Current Controls

Disaster recovery plan in place which includes working from home and or, a temporary office with TVBC.  
Coronavirus Procedure in place.  
Government guidance on Gov.uk website. Reviewed daily.  
Working to Government Roadmap for reopening events.

### Proposed Actions

Create zoom and Teams accounts for use by both councillors and officers.  
Social distancing assessment to be produced and amended as and when Government publishes guidance.

**Action Status** Completed

**Action Owner** Howard Brisland

**Target Date** 25/05/2020

## Review

**Last Review** 25/04/2021 **Next Review** 17/05/2021 **Review Period** Monthly **Reviewed by** Howard Brisland

### Review Notes

Town Hall reopening in stages according to the Government Roadmap.  
Government Guidance being checked daily.

488 Use of Market Place Piazza

Use of Market Place for Parades, events and market trading.  
Such as Remembrance and St Georges Salute, Christmas Light Switch on, antiques / food events.

Area of Interest TOWN HALL, TOURISM

Nature of Hazard Regulatory, Health & Safety, Physical

Groups Affected Staff, Attendees at an Event, Public

Owner Judith Giles

Crime

Insurance STATUTORY

### Cause

Severe weather  
Collision with moving vehicle  
Electrocution  
Collapsing temporary structure  
Anti social behaviour  
Terrorist Activity

### Impact

Moderate

### Assessment

Inherent		Current	2	LOW	Target	2	LOW
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Control Evaluation Strong Controls

Risk Evaluation Tolerable

### Current Controls

Separate Risk Assessments for each event. Each organisation to provide own.  
Appropriate licences obtained by RTC from applicable authority.  
Events cancelled if severe weather warnings are in place.  
Electrical installation controlled by RTC is serviced in accordance with regulations.  
Circuit breakers and cable tidy ramps can be provided for stalls by RTC.  
Structures are properly weighted to prevent wind movement.  
Temporary structures to be obtained and erected by professional companies. Market traders provide own.  
Bollards in place. Temporary fencing used as needed.  
Road closures and Marshalls used for larger events that may spill on to road. However, area is designed to slow traffic and be pedestrian friendly.  
Cafe Furniture and sinage to be remove prior to large events taking place.  
Government Security advice <https://www.protectuk.police.uk/>

### Proposed Actions

Action Status

Action Owner

Target Date

### Review

Last Review 02/11/2023

Next Review 13/10/2024

Review Period Annually

Reviewed by Howard Brisland

### Review Notes

Updated to include new Government Security Advice and H&IoW Police request that Cafe remove furniture prior to large events.

489 Working safely in Town Hall Office during COVID-19.

**Making office COVID Secure for both staff and visitors.**

**Area of Interest** COUNCIL MEETINGS, COUNCIL PROPERTY & DOCUMENTS, EMPLOYMENT OF STAFF, FINANCIAL MANAGEMENT, NEWSLETTERS, TOWN HALL, PROVISION OF WEBSITE/INTERNET ACCESS

**Nature of Hazard** Regulatory, Administration/Legal, Financial, Health & Safety

**Groups Affected** Tenants, Staff, Attendees at an Event, Constituents

**Owner** Judith Giles

**Crime** Yes

**Insurance**

**Cause**

Pandemic, or local outbreak of viral contagion

**Impact**

Major

### Assessment

Inherent	3	MEDIUM	Current	3	MEDIUM	Target	3	MEDIUM
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**Control Evaluation** Strong Controls

**Risk Evaluation** Tolerable

### Current Controls

Coronavirus Procedure in place.  
Government guidance on Gov.uk website.  
Hand gel provided to each staff member.  
Each staff member working only at their work station.  
Additional cleaning products kept available in office. Screen wipes, disinfectant spray, paper wipe.  
Cleaning of communal touch surfaces cleaned regularly throughout occupation.  
Ventilation to be switched on when offices occupied.  
Regular cleaning of surfaces.  
Parcels/post to left for either 72 hours before handling or, outer packaging removed and disposed using disposable gloves. All prior to bringing into office.  
Disposable masks, face shields and gloves are available.

### Proposed Actions

Review as Government guidance changes.

**Action Status** In progress

**Action Owner** Howard Brisland

**Target Date** 20/12/2021

### Review

**Last Review** 04/11/2021

**Next Review** 20/12/2021

**Review Period** Monthly

**Reviewed by** Howard Brisland

### Review Notes

Updated in accordance with the latest Government Roadmap information.

490 Operation of Town Hall during COVID-19.

**Making Offices Council Chamber and Court Room COVID Secure for both staff/visitors and hirers.**

**Area of Interest** EVENTS, COUNCIL MEETINGS, COUNCIL PROPERTY & DOCUMENTS, EMPLOYMENT OF STAFF, FINANCIAL MANAGEMENT, NEWSLETTERS, TOWN HALL, PROVISION OF WEBSITE/INTERNET ACCESS

**Nature of Hazard** Regulatory, Administration/Legal, Financial, Health & Safety

**Groups Affected** Tenants, Staff, Attendees at an Event, Constituents

**Owner** Judith Giles

**Crime** Yes

**Insurance**

**Cause**

Pandemic, or local outbreak of viral contagion  
Non compliance with Social Distancing rules.

**Impact**

Major

## Assessment

<b>Inherent</b>	<b>3</b>	MEDIUM	<b>Current</b>	<b>3</b>	MEDIUM	<b>Target</b>	<b>3</b>	MEDIUM
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**Control Evaluation** Strong Controls

**Risk Evaluation** Tolerable

### Current Controls

Government Coronavirus Guidance as of 3rd November 2021

Government states: "That whilst the laws have been revoked, caution must be taken as the risk prevails".

Coronavirus Procedure in place.

Government guidance on Gov.uk website. Applicable links at end of this document.

Vulnerable, as defined to take extra personal precautions.

Regular cleaning of communal high risk touch surfaces cleaned regularly throughout occupation. These are: Handrails, door push plates and knobs, switches, toilet taps and WC flush buttons.

Ventilation to be switched on when rooms occupied. And/or windows opened to improve ventilation.

Advise against groups forming and crowding corridors.

CO2 monitor is available for use in more crowded locations.

Cleaning and PPE guidance issued to Attendants.

Master Government Document.

[https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-local-government?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=cd2566bc-107f-49d4-8786-ba37656111bb&utm\\_content=daily#council,-public-and-community-buildings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-local-government?utm_medium=email&utm_campaign=govuk-notifications&utm_source=cd2566bc-107f-49d4-8786-ba37656111bb&utm_content=daily#council,-public-and-community-buildings)

HSE Guidance

[https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=coronavirus&utm\\_term=updated-guidance&utm\\_content=ventilation-22-jul-21](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=updated-guidance&utm_content=ventilation-22-jul-21)

[https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm?utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=coronavirus&utm\\_term=covid-2&utm\\_content=construction-26-jul-21](https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=covid-2&utm_content=construction-26-jul-21)

[https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm?utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=coronavirus&utm\\_term=covid-2&utm\\_content=construction-26-jul-21](https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=covid-2&utm_content=construction-26-jul-21)

[https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm?utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=coronavirus&utm\\_term=covid-2&utm\\_content=construction-26-jul-21](https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=covid-2&utm_content=construction-26-jul-21)

CIBSE Guidance

<https://www.cibse.org/emerging-from-lockdown>

### Proposed Actions

Review as Government guidance changes.

**Action Status** In progress

**Action Owner** Howard Brisland

**Target Date** 20/12/2021

## Review

Last Review  Next Review  Review Period  Reviewed by

## Review Notes

Reviewed regularly in accordance with Government Roadmap and daily emails.

491 Operation of Community Events safely in Town Hall during COVID-19.

**Making Council Chamber and Court Room COVID Secure for both staff and visitors.**

**Area of Interest**

**Nature of Hazard**

**Groups Affected**

**Owner**

**Crime**

**Insurance**

## Cause

Pandemic, or local outbreak of viral contagion  
Non compliance with Social Distancing rules.

## Impact

## Assessment

Inherent			Current			Target		
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**Control Evaluation**

**Risk Evaluation**

## Current Controls

Coronavirus Procedure in place.  
Each event to provide a Risk Assessment and to have its unique precautions implemented as per the booking instructions.  
Government guidance on Gov.uk website. Summary on attached document.  
Vulnerable Staff working only at safe agreed tasks.  
Staff to observe 2m distancing. When not possible 1m+ to be ensured with mitigation. Time kept to absolute minimum when these breaches occur.  
Signage to be used to reinforce message. Barriers and removable tape to be used to delineate flow and prohibited areas.  
Hand gel provided to each individual staff member.  
Serving to be used as an Attendants PPE station. Disposable masks, face shields and gloves are kept here. Additional ready use cleaning products also kept here. Screen wipes, disinfectant spray, paper wipe.  
Cleaning of communal high risk touch surfaces cleaned regularly throughout occupation. These are: Handrails, door push plates and knobs, switches, toilet taps and WC flush buttons.  
Toilets provided with disposable paper towels. These can also be used to open doors.  
Additional waste bins provided outside toilets.  
Toilets to be one person at a time. With no general public access.  
Closable barriers installed to limit public passage through on essential areas.  
Rear door to be utilised to enable one way flow OR tensa barriers used to create a one-way system.  
Reception hatch not to be opened. Reception area in Foyer, equipped with call bell.  
Ventilation to be switched on when rooms occupied. And/or windows opened to improve ventilation.  
Screen available to place on tables providing a barrier between people.  
Regular cleaning of surfaces.  
Areas to be thoroughly cleaned before and after events. 72 hour area quarantine can also be utilised.  
Cleaning and PPE guidance issued to Attendants.  
Covid RA 13th May 2021 Additional Information from Government  
This covers most of our activities  
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities#permitted-activities-in-multi-use-community-facilities-signposting-to-relevant-guidance>



Definitive what you can do

[https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=9152e76f-9f21-40b8-aa01-2cda0623a25b&utm\\_content=daily](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do?utm_medium=email&utm_campaign=govuk-notifications&utm_source=9152e76f-9f21-40b8-aa01-2cda0623a25b&utm_content=daily)

Test & Trace

[https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=6b649c88-7772-4564-988c-d52faa4c4786&utm\\_content=daily](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_medium=email&utm_campaign=govuk-notifications&utm_source=6b649c88-7772-4564-988c-d52faa4c4786&utm_content=daily)

[https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=ead08bbe-38aa-48f7-a170-52befdee7545&utm\\_content=daily](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_medium=email&utm_campaign=govuk-notifications&utm_source=ead08bbe-38aa-48f7-a170-52befdee7545&utm_content=daily)

Outdoor Events

<https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities>

Local Councils. This is mainly above us but bits are applicable.

[https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=393944ae-2b0f-46cb-8037-7154fd12d1f6&utm\\_content=daily](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government?utm_medium=email&utm_campaign=govuk-notifications&utm_source=393944ae-2b0f-46cb-8037-7154fd12d1f6&utm_content=daily)

Masks

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Work. This covers office and attendants

[https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=31c2b6aa-3120-433d-9f6d-eb51adda0c5b&utm\\_content=daily](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19?utm_medium=email&utm_campaign=govuk-notifications&utm_source=31c2b6aa-3120-433d-9f6d-eb51adda0c5b&utm_content=daily)

## Proposed Actions

Review as Government guidance changes.

Action Status

Action Owner

Target Date

## Review

Last Review

Next Review

Review Period

Reviewed by

## Review Notes

Reviewed regularly in accordance with Government Roadmap and daily emails.

492 Spread of Contagion during Full Council & Mayor Making (COVID)

Covid secure Full Council Meeting with Mayor Making in Court Room during COVID restrictions

Area of Interest COUNCIL MEETINGS

Nature of Hazard Regulatory, Administration/Legal, Health & Safety

Groups Affected Staff, Attendees at an Event, Constituents

Owner Judith Giles

Crime Yes

Insurance

Cause

Outbreak of contagion

Impact

Major

### Assessment

Inherent	3	MEDIUM	Current	3	MEDIUM	Target	3	MEDIUM
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Control Evaluation Strong Controls

Risk Evaluation

### Current Controls

Risk 490 assess overall operation of Town Hall.  
Council Members and staff have had at least one vaccine jab.  
individual tables for each member spaces at 2m of 1m+ with mask  
All attendees to wear mask except when speaking.  
Delegate speaker system to allow for all to hear.  
Refreshments will be served in single servings at tables.  
Windows and doors to be opened to provide ventilation.  
Numbers limited to 25 in room.

### Proposed Actions

Action Status Completed

Action Owner Debbie Forder

Target Date

### Review

Last Review

Next Review

Review Period Annually

Reviewed by

### Review Notes

493 Operation of Wedding/Civil Ceremony safely in Town Hall during COVID-19.

Making Council Chamber and Court Room COVID Secure for both staff and visitors.

Area of Interest

Nature of Hazard

Groups Affected

Owner

Crime

Insurance

**Cause**

Pandemic, or local outbreak of viral contagion  
Non compliance with Social Distancing rules.

**Impact**

Major

**Assessment**

Inherent	3	MEDIUM	Current	3	MEDIUM	Target	3	MEDIUM
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Control Evaluation

Risk Evaluation

**Current Controls**

All attendees to wear mask except Bride/Groom when speaking.  
Windows and doors to be opened to provide ventilation.  
Numbers limited to 30 as per Government Guidelines for weddings/ceremonies.  
Hand gel to be available at entry point  
QR code to be used by guests/Registration staff  
Additional requirements from Hampshire Registration Service

**Proposed Actions**

Action Status

Action Owner

Target Date

**Review**

Last Review

Next Review

Review Period

Reviewed by

**Review Notes**

494 Wedding/Civil Ceremony safely in Town Hall during COVID-19.

Making Council Chamber, Court Room and Mayors Palour are COVID Secure for both staff and visitors.  
This is in addition to the General Events and Town Hall operational RA

Area of Interest EVENTS, TOWN HALL

Nature of Hazard Reputational, Financial, Health & Safety

Groups Affected Staff, Attendees at an Event

Owner Debbie Forder

Crime No

Insurance

Cause

Pandemic, or local outbreak of viral contagion  
Non compliance with Government Guidance.

Impact

Major

## Assessment

Inherent	3	MEDIUM	Current	3	MEDIUM	Target	3	MEDIUM
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Control Evaluation Adequate Controls

Risk Evaluation Tolerable

### Current Controls

All attendees to be encouraged to wear mask except Bride/Groom when speaking.  
Windows and doors to be opened to provide ventilation. Ventilation to be switched on.  
Carbon Dioxide monitor to be in room and monitored by Attendant.  
Government Guidelines for weddings/ceremonies to be regularly checked for updates.  
Hand gel to be available at entry point  
QR code to be used by guests/Registration staff  
Additional requirements from Hampshire Registration Service if directed.

### Proposed Actions

Review Government Guidance on Covid restrictions

Action Status Completed

Action Owner Debbie Forder

Target Date

## Review

Last Review 22/11/2021

Next Review 10/01/2022

Review Period As and when

Reviewed by Howard Brisland

### Review Notes

Will be reviewed if Government Guidance changes

495 Christmas Lights Switch on with Lantern and Carnival Parade

Event in three parts.  
RTC/Lantern/Carnival

Area of Interest EVENTS

Nature of Hazard Trips/slips/falls on same level, Violence/physical assault, Contact with vehicle, Struck by moving or flying objects, Struck against fixed object/obstruction, Reputational

Groups Affected Staff, Attendees at an Event, Public

Owner Judith Giles

Crime No

Insurance STATUTORY

### Cause

Weather  
Moving vehicle  
Protester  
Terrorist activity

### Impact

Minor

## Assessment

Inherent			Current	1	LOW	Target	1	LOW
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Control Evaluation Strong Controls

Risk Evaluation Tolerable

### Current Controls

Road closures in place with RTC Marshals manning closure points. Nature of road layout inhibits fast moving traffic.  
First Aid cover provided by St Johns.  
General stewarding provided by Army Cadets.  
Police present  
Each component part of parade has its own leadership and risk assessment.  
Detail plan and running order supplied by RTC.  
This is the overall RA tying all parts together.  
See Government Security Advice <https://www.protectuk.police.uk/>

### Proposed Actions

Action Status

Action Owner

Target Date

## Review

Last Review 01/11/2023

Next Review 06/11/2024

Review Period Annually

Reviewed by Howard Brisland

### Review Notes

Updated to include new Government security guidance:  
Counter Terrorism Policing's Winter Campaign Toolkit 2023/24  
ProtectUK publication date 27/10/2023