

## Pershore Town Council Risk Register May 2020

Area	Risk No.	Risk Identified	Risk rating <i>prior</i> to actions	Action and Date	Risk rating <i>post</i> actions	Further action required	Who is involved?
Buildings  Town Hall Library Chapel	1	Fire	20 <i>(Likely, extreme impact)</i>	Notices erected Fire risk assessment completed. Fire alarms checked weekly Fire drills undertaken 6 monthly Fire escape from Heritage Centre Emergency lighting tested quarterly	10 <i>(Unlikely, extreme impact)</i>	Annual review	Town Clerk Staff Members Groundsmen Lighting Contractors
	2	Damage to structure	20 <i>(Likely, extreme impact)</i>	Fire insurance checked annually  Building insurance reviewed annually including Stained Glass Window	10 <i>(Unlikely, extreme impact)</i>		Town Clerk Insurers
	3	Building fault	20 <i>(Likely, extreme impact)</i>	5 year electrical test completed Town Hall 2020 Library 2018 Cemetery Chapel 2018	10 <i>(Unlikely, extreme impact)</i>		Town Clerk Electrical Contractors

Assets (furniture, fittings etc.)	4	Fire	20 <i>Likely, extreme impact)</i>	Insurance checked – key documents stored in fire proof safe or at local solicitors	10 <i>(Unlikely, extreme impact)</i>	Annual check on insurance Weekly fire alarm tests Annual fire extinguisher service	Town Clerk Insurers
	5	Theft	9 <i>(Moderate, medium impact)</i>	Insurance checked Key pad lock on side door as security measure. External CCTV installed at Library and Town Hall  Alarm system on groundsman’s store	3 <i>(Rare, medium impact)</i>		Town Clerk Insurers  Groundsmen
	6	Flood	8 <i>(Unlikely, impact very high)</i>	Cellar pumps working – monthly check Roof and door drains regularly cleared. Funds available for drain at Town Hall to be corrected	3 <i>(Rare, medium impact)</i>		Groundsmen
Electrical appliances	7	Electric shock	8 <i>(Unlikely, impact very high)</i>	PAT testing annually	4 <i>(Rare, impact very high)</i>		Electrical Contractors Town Clerk

Staff and councillors	8	Accident	12 <i>(Moderate, impact very high)</i>	Insurance checked Training established Risk assessments in place	4 <i>(Rare, impact very high)</i>	Monitor procedures are working regularly	Staff members Town Clerk
	9	Assault	8 <i>(Unlikely, impact very high)</i>	Lone worker procedures in place for all staff . Key pad lock on side door Personal attack alarms provided to all staff. Mobile phones for Council groundsmen. Escape routes agreed. Contact with Clerk at regular intervals during working day.	4 <i>(Rare, impact very high)</i>		Town Clerk Staff members Groundsmen
	10.	Evacuation of disabled	4 <i>(Rare, impact very high)</i>	Member of staff allocated to assist where necessary  Library has disabled refuge	2 <i>(Rare, impact low)</i>		Town Clerk Staff members
	11	Long term sickness	6 <i>(Unlikely, medium impact)</i>	Staff flexibility agreed – multi skilled staff available for cover.	4 <i>(Unlikely, low impact)</i>	Business continuity plan drafted and to be finalised 2020	Town Clerk Staff members
	12	Increase costs, pension etc.	8 <i>(Likely, low impact)</i>	3 year budget and Business Plan established	3 <i>(Likely, negligible impact)</i>		Town Clerk Councillors

	13	Industrial injury	8 <i>(Unlikely, impact very high)</i>	Risk assessments and training in place	4 <i>(Rare, impact very high)</i>		Town Clerk Staff members
Staff fault or negligence	14	Fraud	4 <i>(Rare, impact very high)</i>	Segregation of duties Petty cash system of authorisation. Fidelity insurance reviewed as necessary	2 <i>(Rare, impact low)</i>		Town Clerk Staff members
	15	Alienation of public	3 <i>(Rare, medium impact)</i>	Appraisals and regular reviews of performance In house training in place Disciplinary procedures	2 <i>(Rare, low impact)</i>		Town Clerk Staff members Councillors
	16	Accusation of improper dismissal	6 <i>(Unlikely, medium impact)</i>	Regular appraisal system in place Grievance procedure in place with appeal system Job specifications and contracts in place for all staff. Officer/Member relationship agreement in place	2 <i>(Rare, Low impact)</i>		Town Clerk Staff members Councillors
Legal	17	Property titles unsafe	6 <i>(Unlikely, medium impact)</i>	Property list checked and all titles confirmed. All but allotments now registered	3 <i>(Rare, medium impact)</i>		Town Clerk
	18	Sued by lessee	5 <i>(Rare, extreme impact)</i>	Insurance checked	3 <i>(Rare, medium impact)</i>		Town Clerk Insurers

	19	Failure to complete contract	6 <i>(Unlikely, medium impact)</i>	Reserves available	4 <i>(Unlikely, low impact)</i>		Town Clerk Councillors
Rents	20	Failure to collect	12 <i>(Moderate, impact very high)</i>	Procedures in place – invoice system set up – credit control in place	3 <i>(Rare, impact medium)</i>		Town Clerk Staff members
	21	Loss of tenants	12 <i>(Moderate, impact very high)</i>	System in place for control of neglectful allotment tenants and monitoring of hirers of Town Hall and library	6 <i>(Unlikely, medium impact)</i>		Town Clerk Staff members
	22	St Andrews Gardens	1 <i>(Minimal risk as rented FOC)</i>	Regular monitoring and grounds contract awarded – currently space rented free of charge	1 <i>(As before)</i>		Town Clerk Staff members
Financial	23	Reducing income from investments	20 <i>(Likely, extreme impact)</i>	Investment policy in place. Annual review with fund managers and bi monthly review by Finance Committee	6 <i>(Unlikely, medium impact)</i>	Regular review of income and value of investments. Annual report from bankers.	Town Clerk Bank Councillors
	24	Loss of value in investments	20 <i>(Likely, extreme impact)</i>	As above	6 <i>(Unlikely, medium impact)</i>	Investment strategy in place	Town Clerk Bank Councillors

Political	25	Changes in HMG rules which may increase costs	15 <i>(Moderate, impact extreme)</i>	Advice from SLCC  Quality Gold Status achieved December 2015 and renewed 2019	6 <i>(Moderate, impact low)</i>	To be renewed 2023	SLCC Town Clerk Councillors
	26	Changes in government policy resulting in reduction in precept	15 <i>(Moderate, impact extreme)</i>	Robust budget preparation and close links with precepting authority to enable implications to be understood.	6 <i>(Moderate, impact low)</i>	New legislation and policy monitored closely to be in a position to take action as required.	Town Clerk Councillors
Health & Safety	27	Non compliance - accidents	16 <i>(Likely, impact very high)</i>	Detailed H & S inspection undertaken – issues addressed. Hirers of Council property produce public liability insurance and risk assessments Contractors produce method statements, risk assessment and public liability insurance before contract issued.	8 <i>(Unlikely impact very high)</i>		Town Clerk Staff members Contractors Hirers
I.T.	28	Misuse	4 <i>(Unlikely, low impact)</i>	I.T. Policy in place	1 <i>(Rare, impact negligible)</i>	Written policy forms part of staff handbook	Town Clerk Councillors Staff members
	29	Virus threat	12	Anti virus software purchased and updated regularly	2		Town Clerk IT Contractor

	30	Loss of data	<p><i>(Likely, medium impact)</i></p> <p>15 <i>(Moderate, extreme impact)</i></p>	New server installed 2019 with daily back ups to external hard drive stored off site overnight.	<p><i>(Rare, low impact)</i></p> <p>2 <i>(Rare, low impact)</i></p>	I.T. contract with external suppliers to recover data if required	
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