

## Persnore Town Council Risk Register February 2022

Area	Risk No.	Risk Identified	Risk rating prior to actions	Action and Date	Risk rating post actions	Further action required
Buildings  Town Hall Library Chapel	1	Fire	20	Notices erected Fire risk assessment completed. Fire alarms checked weekly Fire drills undertaken 6 monthly Fire escape from Heritage Centre Emergency lighting tested quarterly  Fire insurance checked annually	10	Annual review
	2	Damage to structure	20	Building insurance reviewed annually including Stained Glass Window	10	
	3	Building fault	20	5 year electrical test completed Town Hall 2020 Library 2018 (due 2023) Cemetery Chapel 2021	10	
Assets (furniture, fittings etc.)	4	Fire	20	Insurance checked – key documents stored in fire proof safe or at local solicitors	10	Annual check on insurance Weekly fire alarm tests Annual fire extinguisher service
	5	Theft	15	Insurance checked – key pad lock on side door of Town Hall as security measure. External CCTV and intruder alarms installed at Library and Town Hall  Alarm system on groundsman's store at Town Hall and Cemetery container	5	

For review February 2024

Electrical appliances	6	Flood	10	Cellar pumps working – monthly check Roof and door drains regularly cleared.	4	
	7	Electric shock	10	PAT testing annually	4	
Staff and councillors	8	Accident	12	Insurance checked Training established Risk assessments in place	8	Monitor procedures are working regularly
	9	Assault	8	Lone worker procedures in place for all staff . Key pad lock on side door Personal attack alarms provided to all office staff. Front office door kept locked during opening hours to prevent unauthorised access “man down” alarms provided for Council groundsmen. Escape routes agreed.	3	
				Contact with Clerk at regular intervals during working day.	3	
	10.	Evacuation of disabled	4	Member of staff allocated to assist where necessary  Library has disabled refuge	4	
	11	Long term sickness	6	Staff flexibility agreed – multi skilled staff	3	Business continuity plan

				available for cover.		drafted.
	12	Increase costs, pension etc.	9	3 year budget and Business Plan established	8	
	13	Industrial injury	12	Risk assessments and training in place		
Staff fault or negligence	14	Fraud	4	Segregation of duties Petty cash system of authorisation. Fidelity insurance reviewed as necessary	3	
	15	Alienation of public	3	Appraisals and regular reviews of performance In house training in place Disciplinary procedures	2	
	16	Accusation of improper dismissal	6	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	
Legal	17	Property titles unsafe	8	Property list checked and all titles confirmed. All but allotments now registered	4	
	18	Sued by lessee	5	Insurance checked	3	
	19	Failure to complete contract	6	Reserves available	3	

Rents	20	Failure to collect	12	Procedures in place – invoice system set up – credit control in place	6	
	21	Loss of tenants	12	System in place for control of neglectful allotment tenants and monitoring of hirers of Town Hall and library	6	
	22	St Andrews Gardens	4	Regular monitoring and grounds contract awarded – currently space rented free of charge	2	
Financial	23	Reducing income from investments	15	Investment policy in place. Annual review with fund managers and bi monthly review by Finance Committee	6	Regular review of income and value of investments. Annual report from bankers.
	24	Loss of value in investments	15	As above	6	Investment strategy in place
Political	25	Changes in HMG rules which may increase costs	8	Advice from SLCC and CALC  Quality Gold Status achieved December 2015 and renewed 2019	6	To be renewed 2023
	26	Changes in government policy resulting in reduction in precept	8	Robust budget preparation and close links with precepting authority to enable implications to be understood.	6	New legislation and policy monitored closely to be in a position to take action as required.
Health & Safety	27	Non compliance	16	Detailed H & S inspection undertaken – issues addressed.	9	

				Hirers of Council property produce public liability insurance and risk assessments Contractors produce method statements, risk assessment and public liability insurance before contract issued.		
I.T.	28	Misuse	4	I.T. Policy in place	2	Written policy forms part of staff handbook
	29	Virus threat	4	Anti virus software and firewall purchased and updated regularly	2	I.T. contract with external suppliers to recover data if required
	30	Loss of data	12	New server installed 2019 with daily back ups to external hard drive stored off site overnight.	4	