

**SHERBORNE TOWN COUNCIL
RISK MANAGEMENT POLICY 2019/20**

RISKS IDENTIFIED	RISK RATE	MANAGEMENT OF RISK
Administration/Staff		
Waste and misappropriation of funds	Low	<ul style="list-style-type: none"> • Taking up references and checks before appointment of staff • Offers of employment made subject to satisfactory references/checks • Permanent contracts offered only after successful completion of 6 month probation period
Unqualified or inexperienced staff	Low	<ul style="list-style-type: none"> • Appointment of Experienced/Qualified Town Clerk and RFO with defined responsibilities • Staff training provided as required and subject to budgetary constraints • External Contractors Insurance and H&S Documents obtained
Inappropriate activity or behaviour of staff bringing the Council into disrepute	Low	<ul style="list-style-type: none"> • Probationary period and Disciplinary Rules & Procedures contained in the Employee Manual • All Employees using STC vehicles provide annual declaration regarding driving offences
Fraud and corruption	Low	<ul style="list-style-type: none"> • Fidelity Guarantee with RSA (Annual Review of insurance cover with Director of WPS, STC's Insurance Brokers) • Access to legal advice via DAPTC, NALC and EllisWhittam HR Advisors
Activities being outside legal powers	Low	<ul style="list-style-type: none"> • Financial Regulations governing all financial activities (reviewed annually) • Standing Orders governing the operation of the Council (reviewed annually) • Expenditure presented to Council for approval has the relevant Local Gov Act detailed • <i>General Power of Competence obtained in 2018</i>
Electors rights not being followed	Low	<ul style="list-style-type: none"> • Prompt production and publication of Annual Accounts
Improper expenditure under S137	Low	<ul style="list-style-type: none"> • Independent Internal Auditor appointed with three checks per year
Overspending of budgets and poor financial management	Low	<ul style="list-style-type: none"> • Annual estimates and regular monitoring of expenditure against budget and regular reports presented to Council • Independent Treasury / Financial Advisers appointed in partnership with other Dorset Councils • Investment / Treasury Management Policy approved May 2016
Loss/theft of council property	Low	<ul style="list-style-type: none"> • Maintenance of Asset Register and annual audit • External lighting and intruder alarms at certain location
Lone working/injury to staff	Low	<ul style="list-style-type: none"> • Staff all supplied with instructions in employee manual • Advice given to step away from confrontational situations • Mobile phones available to staff lone working • Staff related Risk Assessments being constantly reviewed, expanded and updated

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		<ul style="list-style-type: none"> • Staff training in key areas held periodically (first aid, fire safety, manual handling) • Comprehensive H&S files detailing all actions/activities • Monthly H&S meeting of Town Clerk, Grounds & Property Manager and Facilities Officer • Staff, Health & Safety Portfolio Holder to attend 3-4 H&S meetings annually • Town Clerk & Facilities Officer obtained appropriate H&S qualifications
Accidents caused by use of mobile phones when driving	Low	<ul style="list-style-type: none"> • Staff all supplied with instructions in employee manual
Allotment Sites		
Damage/Vandalism/Graffiti	Low	<ul style="list-style-type: none"> • Material damage insurance cover plus Public Liability Insurance with Aviva
Lack of Security	Low	<ul style="list-style-type: none"> • Monthly/Weekly/Daily visual inspection and H&S checks • Any defects or remedial work undertaken in house or by qualified/specialist contractor
Personal injury through accidents etc	Low	<ul style="list-style-type: none"> • Public Liability Insurance • Health and Safety Guidance document issued March/April 2014 to all allotment tenants • Site specific risk assessments being updated and then reviewed annually. • Annual H&S site inspection/report carried out by Ellis Whittam (H&S Advisors) • Improved pedestrian access at Westbridge Park allotments with the non-slip steps installed • Control of Substances Hazardous to Health (COSHH) documentation being updated
Loss of income through poor management and badly maintained sites	Low	<ul style="list-style-type: none"> • Periodic plot inspection to ensure correct use • Regular rotovating of vacant plots, hedge trimming and path stimming • Up to date waiting lists for plots
Damage to fencing and gates	Low	<ul style="list-style-type: none"> • Monthly/Weekly/Daily visual inspection and H&S checks • Any defects or remedial work undertaken in house or by qualified/specialist contractor.
Abbey Close, Conduit and Bow Arch		
Damage/Vandalism/Graffiti to War Memorial, walls, gates floodlights, paths and roadway	Medium	<ul style="list-style-type: none"> • Material damage insurance cover plus Public Liability Insurance with Aviv • Monthly/Weekly/Daily inspections, and completion of H&S checklist • Any defects and remedial action undertaken in house or by specialist contractor
Personal injury through accidents etc	Low	<ul style="list-style-type: none"> • Public Liability Insurance • Site specific risk assessments being updated and then reviewed • Annual H&S site inspection/report carried out by Ellis Whittam (H&S Advisors) • Control of Substances Hazardous to Health (COSHH)documentation being updated

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Bus Shelter/Street Furniture/Planters		
Damage/vandalism/Graffiti	Low/Medium	<ul style="list-style-type: none"> • Material damage insurance cover plus Public Liability Insurance with Aviva • Monthly/Weekly/Daily inspections and completion of H&S checklist – • Any defects and remedial action undertaken in house or by specialist contractor
Personal injury through accidents etc	Low/Medium	<ul style="list-style-type: none"> • Public Liability Insurance • Site specific risk assessments being updated and then reviewed • Annual H&S site inspection/report carried out by Ellis Whittam (H&S Advisors)
Cemetery & Associated Buildings		
Damage/Vandalism/Graffiti to buildings and memorials	Low/Medium	<ul style="list-style-type: none"> • Material damage insurance cover plus Public Liability Insurance with Aviva • Building tests including fire risk assessment, electrical inspection, small electrical appliances testing, fire extinguishers testing, inspections of appliances & boilers and servicing, fire alarm & intruder alarm inspections • Monthly/Weekly/Daily visual inspection and completion of H&S checklist - any defects or remedial work undertaken in house or by qualified/specialist contractor • Cemetery gates shut at dusk by Cemetery Lodge tenant
Personal injury through accidents etc	Low	<ul style="list-style-type: none"> • Public Liability Insurance • Site specific risk assessments being updated and then reviewed • Annual H&S site inspection/report carried out by Ellis Whittam (H&S Advisors) • Control of Substances Hazardous to Health (COSHH)documentation being updated
Unstable memorials	Low	<ul style="list-style-type: none"> • Annual checks on memorials according to procedures
Loss of revenue through poor management and badly maintained cemetery	Low	<ul style="list-style-type: none"> • Business Interruption Cover through Aviva • Planned Preventative Maintenance Survey undertaken 2011 with 5 - 7 year maintenance/repair programme recommended • Computerised and manual record systems in place and all allocations of grave spaces checked by two members of staff
Trees	Low	<ul style="list-style-type: none"> • Tree Inspection Surveys carried out during 2012
Open graves prior to interment	Low	<ul style="list-style-type: none"> • STC employees digging graves form April 2016 to ensure H&S compliance - Earth box, shuttering/shoring up equipment and lockable lid purchased to ensure that graves dug one day for the following days burial are not easily accessible hence no open graves

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Digby Hall		
Damage/Vandalism/Graffiti to building	Low	<ul style="list-style-type: none"> • Material damage insurance cover plus Public Liability Insurance with Aviva • Building tests including fire risk assessment, electrical inspection, small electrical appliances testing, fire extinguishers testing, inspections of appliances & boilers and servicing, fire alarm & intruder alarm inspections • Monthly/Weekly/Daily visual inspection and completion of H&S checklist • Any defects or remedial work undertaken in house or by qualified/specialist contractor • CCTV camera system monitoring car park, front entrance and Wingfield Room entrance
Personal injury through accidents etc	Low	<ul style="list-style-type: none"> • Public Liability Insurance • Site specific risk assessments being updated and then reviewed • Annual H&S site inspection/report carried out by Ellis Whittam (H&S Advisors) • Control of Substances Hazardous to Health (COSHH)documentation being updated
Loss of revenue through damaged, badly maintained facilities	Low	<ul style="list-style-type: none"> • Business Interruption Cover through Aviva • Planned Preventative Maintenance Survey undertaken 2011 with 5 - 7 year maintenance/repair programme recommended • In-house cleaning schedule in place • Caretaker system in place
Personal Injury to hirers	Low	<ul style="list-style-type: none"> • Public Liability insurance arranged on behalf of hirers if they do not have their own insurance
Cemetery Lodge & Westbury Hall		
Damage/Vandalism/Graffiti to building	Low	<ul style="list-style-type: none"> • Material damage insurance cover plus Public Liability Insurance with Aviva • Any defects or remedial work undertaken in house or by qualified/specialist contractor
Loss of revenue through damaged, badly maintained facilities	Low	<ul style="list-style-type: none"> • Business Interruption Cover through Aviva • Planned Preventative Maintenance Survey undertaken 2011 with 5 - 7 year maintenance/repair programme recommended
Non-payment of rent by tenant	Low	<ul style="list-style-type: none"> • Adequate referencing of tenant and recourse to legal advice and court action if necessary
Personal injury to tenant	Low	<ul style="list-style-type: none"> • Public Liability Insurance • Site specific risk assessments being updated and then reviewed • Annual H&S site inspection/report carried out by Ellis Whittam (H&S Advisors) • Control of Substances Hazardous to Health (COSHH)documentation being updated
The Manor House		

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Personal injury to officers, councillors or tenants from third parties	Low	<ul style="list-style-type: none"> • CCTV system with cameras monitoring main front and rear entrances • Annual H&S site inspection/report carried out by Ellis Whittam (H&S Advisors) • Control of Substances Hazardous to Health (COSHH) documentation being updated
Loss of revenue through damaged, poor management and badly maintained facilities	Low	<ul style="list-style-type: none"> • Business Interruption Cover through Aviva • Planned Preventative Maintenance Survey undertaken 2011 with 5 - 7 year maintenance/repair programme recommended
Parks, Gardens, Open Spaces, Quarr Nature Reserve, Amenity Areas, Play Areas & Skate Park		
Damage/Vandalism/Graffiti to buildings, street furniture, paths, grass and planted areas, play equipment, fencing, litter and broken glass accumulation, dog fouling causing serious injury	Low/medium	<ul style="list-style-type: none"> • Material damage insurance cover plus Public Liability Insurance with Aviva • Monthly/Weekly/Daily visual inspection and completion of H&S checklist • Any defects or remedial work undertaken in house or by qualified/specialist contractor • Daily inspections and Annual ROSPA inspection of play equipment • Fenced area kept clear of dogs for children's play and sports use • Notices erected banning dogs from fenced area
Personal injury through accidents etc	Low/medium	<ul style="list-style-type: none"> • Public Liability Insurance Skate Park • Notice disclaimers (use of safety helmets and body protection equipment) • Site specific risk assessments being updated and then reviewed • Annual H&S site inspection/report carried out by Ellis Whittam (H&S Advisors) • Control of Substances Hazardous to Health (COSHH)documentation being updated
Loss of revenue through damaged, badly maintained facilities	Low	<ul style="list-style-type: none"> • Business Interruption Cover through Aviva
Tree	Low	<ul style="list-style-type: none"> • Tree Inspection Survey carried out during 2012
Terrace Playing Field, Buildings & Storage		

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Damage/Vandalism/Graffiti to buildings, street furniture, paths, grass and planted areas, play equipment, fencing, litter and broken glass accumulation, dog fouling causing serious injury	Low/medium	<ul style="list-style-type: none"> • Material damage insurance cover plus Public Liability Insurance with Aviva • Monthly/Weekly/Daily visual inspection and completion of H&S checklist • Any defects or remedial work undertaken in house or by qualified/specialist contractor • Daily inspections and Annual ROSPA inspection of play equipment • Fenced area kept clear of dogs for children's play and sports use • Notices erected banning dogs from fenced area. • Building tests including fire risk assessment, electrical inspection, small electrical appliances testing, fire extinguishers testing, inspections of cookers boilers and service of boilers, fire alarm & intruder alarm inspections, lift inspections, emergency lighting inspections. • Agreements in place with Tennis, Football, Rugby and Cricket clubs re facility use
Personal injury through accidents etc	Low/medium	<ul style="list-style-type: none"> • Public Liability Insurance • Site specific risk assessments being updated and then reviewed • Annual H&S site inspection/report carried out by Ellis Whittam (H&S Advisors) • Control of Substances Hazardous to Health (COSHH)documentation being updated
Loss of revenue through damaged, badly maintained facilities	Low	<ul style="list-style-type: none"> • Business Interruption Cover through Aviva • Planned Preventative Maintenance Survey undertaken 2011 with 5 - 7 year maintenance/repair programme recommended
Trees	Low	<ul style="list-style-type: none"> • Tree Inspection Survey carried out during 2012
Faulty, badly maintained or dangerous equipment	Low/medium	<ul style="list-style-type: none"> • Annual servicing of all machinery by qualified contractor • Advice on use of equipment provided to all staff • Weekly maintenance check of all equipment
Damage/vandalism to cars in car park	Low	<ul style="list-style-type: none"> • Disclaimer Notice (vehicles parked at owners' risk)
Illegal Traveller Encampment	Medium	<ul style="list-style-type: none"> • High security chains and padlocks • New fencing installed • Restriction and height barriers installed
Vehicles, Plant & Machinery		
Loss, vandalism, damage or misuse of grounds maintenance vehicles, equipment and tools	Low	<ul style="list-style-type: none"> • Material Damage insurance cover plus Public Liability Insurance with Aviva and Motor Insurance Cover

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Personal injury through accidents etc	Low/Medium	<ul style="list-style-type: none"> • Public Liability Insurance • Risk assessments for the use of vehicles, plant & machinery being updated and then reviewed • Annual H&S site inspection/report carried out by Ellis Whittam (H&S Advisors)
Faulty, badly maintained or dangerous equipment	Low	<ul style="list-style-type: none"> • Annual servicing of all machinery by qualified contractor • Advice on use of equipment provided to all staff • Weekly maintenance check of all equipment