

**SHERBORNE TOWN COUNCIL  
RISK MANAGEMENT POLICY 2012/13**

<b>RISKS IDENTIFIED</b>	<b>RISK RATING</b>	<b>MANAGEMENT OF RISK</b>
<p><b><u>Administration/Staff</u></b>  Waste and misappropriation of funds  Unqualified or inexperienced staff  Inappropriate activity or behaviour of staff bringing the Council into disrepute  Fraud and corruption  Activities being outside legal powers  Electors rights not being followed  Improper expenditure under S137  Overspending of budgets  Loss/theft of council property  Lone working/injury to staff  Accidents caused by use of mobile phones when driving</p>	<p>Low  Low  Low  Low  Low  Low  Low  Low  Low  Low</p>	<p>Taking up references and checks before appointment of staff or offers of employment made subject to satisfactory references/checks  Appointment of Qualified Town Clerk and RFO with defined responsibilities  Probationary period and Disciplinary Rules &amp; Procedures contained in the Employee Manual  Fidelity Guarantee with Aviva (Annual Review of insurance cover with Director of WPS, STC's Insurance Brokers)  Access to legal advice via DAPTC, NALC and EllisWhittam HR Advisors  Financial Regulations governing all financial activities (reviewed annually)  Prompt production and publication of Annual Accounts  Independent Internal Auditor appointed with three checks per year  Annual estimates and regular monitoring of expenditure against budget  Maintenance of Asset Register and annual audit  Staff all supplied with instructions in employee manual and advice given to step away from confrontational situations  Staff all supplied with instructions in employee manual</p> <p>In addition to the above there are agreed office procedures in place to demonstrate good sound administration including the annually reviewed Standing Orders</p>

RISKS IDENTIFIED	RISK RATING	MANAGEMENT OF RISK
<p><b><u>Allotment Sites</u></b>            Damage/Vandalism/Graffiti</p> <p>Lack of Security</p> <p>Personal injury through accidents etc</p> <p>Loss of income through poor management and badly maintained sites</p> <p>Damage to fencing and gates</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Material damage insurance cover plus Public Liability Insurance with Aviva.</p> <p>Monthly/Weekly/Daily visual inspection and H&amp;S checks, any defects or remedial work undertaken in house or by qualified/specialist contractor.</p> <p>Public Liability Insurance.</p> <p>Periodic plot inspection to ensure correct use, regular rotovating of vacant plots, hedge trimming and path stimming, upkeep of waiting lists for plots.</p> <p>Monthly/Weekly/Daily visual inspection and H&amp;S checks, any defects or remedial work undertaken in house or by qualified/specialist contractor.</p>
<p><b><u>Abbey Close, Conduit and Bow Arch</u></b>            Damage/Vandalism/Graffiti to War Memorial, walls, gates floodlights, paths and roadway</p> <p>Personal injury through accidents etc</p>	<p>Medium</p> <p>Low</p>	<p>Material damage insurance cover plus Public Liability Insurance with Aviva</p> <p>Monthly/Weekly/Daily inspections, and completion of H&amp;S checklist - any defects and remedial action undertaken in house or by specialist contractor</p> <p>Public Liability Insurance</p>
<p><b><u>Bus Shelter/Street Furniture/Planters</u></b>            Damage/vandalism/Graffiti</p>	<p>Low/Medium</p>	<p>Material damage insurance cover plus Public Liability Insurance with Aviva</p> <p>Monthly/Weekly/Daily inspections and completion of H&amp;S checklist – any</p>

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Personal injury through accidents etc	Low/Medium	defects and remedial action undertaken in house or by specialist contractor Public Liability Insurance
<p><b><u>Cemetery &amp; Associated Buildings</u></b> Damage/Vandalism/Graffiti to buildings and memorials</p> <p>Personal injury through accidents etc</p> <p>Unstable memorials</p> <p>Loss of revenue through poor management and badly maintained cemetery</p> <p>Trees</p> <p>Open graves prior to interment</p>	<p>Low/Medium</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Material damage insurance cover plus Public Liability Insurance with Aviva</p> <p>Building tests including fire risk assessment, electrical inspection, small electrical appliances testing, fire extinguishers testing, inspections of appliances &amp; boilers and servicing, fire alarm &amp; intruder alarm inspections</p> <p>Monthly/Weekly/Daily visual inspection and completion of H&amp;S checklist - any defects or remedial work undertaken in house or by qualified/specialist contractor</p> <p>Cemetery gates shut at dusk by Cemetery Lodge tenant</p> <p>Public Liability Insurance</p> <p>All memorials checked in 2011/2012 and made safe. Annual checks on memorials according to procedures</p> <p>Business Interruption Cover through Aviva</p> <p>Planned Preventative Maintenance Survey undertaken 2011 with 5 - 7 year maintenance/repair programme recommended</p> <p>Computerised and manual record systems in place and all allocations of grave spaces checked by two members of staff</p> <p>Tree Inspection commissioned for 2012</p> <p>Boards are used to cover open graves</p>

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<p><b><u>Digby Hall</u></b>  Damage/Vandalism/Graffiti to building</p> <p>Personal injury through accidents etc</p> <p>Loss of revenue through damaged, badly maintained facilities</p> <p>Personal Injury to hirers</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Material damage insurance cover plus Public Liability Insurance with Aviva</p> <p>Building tests including fire risk assessment, electrical inspection, small electrical appliances testing, fire extinguishers testing, inspections of appliances &amp; boilers and servicing, fire alarm &amp; intruder alarm inspections</p> <p>Monthly/Weekly/Daily visual inspection and completion of H&amp;S checklist - any defects or remedial work undertaken in house or by qualified/specialist contractor</p> <p>CCTV system with cameras monitoring car park, main front entrance and Wingfield Room entrance</p> <p>Public Liability Insurance</p> <p>Business Interruption Cover through Aviva</p> <p>Planned Preventative Maintenance Survey undertaken 2011 with 5 - 7 year maintenance/repair programme recommended</p> <p>In-house cleaning schedule in place</p> <p>Caretaker system in place</p> <p>Public Liability insurance arranged on behalf of hirers if they do not have their own insurance</p>
<p><b><u>41 Newland, Cemetery Lodge &amp; Westbury Hall</u></b>  Damage/Vandalism/Graffiti to building</p>	<p>Low</p>	<p>Material damage insurance cover plus Public Liability Insurance with Aviva</p> <p>Any defects or remedial work undertaken in house or by qualified/specialist contractor</p>



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<p>furniture, paths, grass and planted areas, play equipment, fencing, litter and broken glass accumulation, dog fouling causing serious injury</p> <p>Personal injury through accidents etc</p> <p>Loss of revenue through damaged, badly maintained facilities</p> <p>Trees</p>	<p>Low/medium</p> <p>Low</p> <p>Low</p>	<p>Aviva</p> <p>Monthly/Weekly/Daily visual inspection and completion of H&amp;S checklist - any defects or remedial work undertaken in house or by qualified/specialist contractor</p> <p>Daily inspections and Annual ROSPA inspection of play equipment</p> <p>Fenced area kept clear of dogs for children's play and sports use. Notices erected banning dogs from fenced area.</p> <p>Skate Park Notice disclaimers (use of safety helmets and body protection equipment)</p> <p>Public Liability Insurance</p> <p>Business Interruption Cover through Aviva</p> <p>Tree Inspection commissioned for 2012</p>
<p><b><u>Terrace Playing Field, Buildings &amp; Storage</u></b></p> <p>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</p>	<p>Low/medium</p>	<p>Material damage insurance cover plus Public Liability Insurance with Aviva</p> <p>Monthly/Weekly/Daily visual inspection and completion of H&amp;S checklist - any defects or remedial work undertaken in house or by qualified/specialist contractor</p> <p>Daily inspections and Annual ROSPA inspection of play equipment</p> <p>Fenced area kept clear of dogs for children's play and sports use. Notices erected banning dogs from fenced area.</p> <p>Building tests including fire risk assessment, electrical inspection, small electrical appliances testing, fire extinguishers testing, inspections of</p>

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<p>Personal injury through accidents etc Loss of revenue through damaged, badly maintained facilities</p> <p>Trees Faulty, badly maintained or dangerous equipment</p> <p>Damage/vandalism to cars in car park</p>	<p>Low/medium Low</p> <p>Low Low/medium</p> <p>Low</p>	<p>cookers boilers and service of boilers, fire alarm &amp; intruder alarm inspections, lift inspections, emergency lighting inspections. Agreements in place with Tennis, Football, Rugby and Cricket clubs re facility use Public Liability Insurance Business Interruption Cover through Aviva Planned Preventative Maintenance Survey undertaken 2011 with 5 - 7 year maintenance/repair programme recommended Tree Inspection commissioned for 2012 Annual servicing of all machinery by qualified contractor Advice on use of equipment provided to all staff Weekly maintenance check of all equipment Disclaimer Notice (vehicles parked at owners' risk)</p>
<p><b><u>Vehicles, Plant &amp; Machinery</u></b> Loss, vandalism, damage or misuse of grounds maintenance vehicles, equipment and tools</p> <p>Faulty, badly maintained or dangerous equipment</p>	<p>Low</p> <p>Low</p>	<p>Material Damage insurance cover plus Public Liability Insurance with Aviva and Motor Insurance Cover Annual servicing of all machinery by qualified contractor Advice on use of equipment provided to all staff Weekly maintenance check of all equipment</p>