



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<u>Crime Prevention - CCTV</u>									
0	Administration/ Legal	Failure to comply with Code of Practice	Overall responsibility of Central Bedfordshire Council however LLTC TO UPGRADE SIGNAGE IN ITS PARKS	Medium Medium	4	Community Safety Sub Committee to consider upgrading signage in LLTC parks and upgrading of LLTC owned cameras.		30/04/19	<input type="checkbox"/>
<u>Employment of Staff</u>									
358	Professional	Loss of key staff	Ensure procedures for key functions are documented. SERVICE AREAS TO CHECK PROCEDURES ARE UP TO DATE	Medium Medium	4	Heads of Services to ensure procedures for all key functions are documented and up to date.	All service areas	01/07/19	<input type="checkbox"/>

No of issues listed: 2

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Clive Palmer _____

Signed by responsible Finance officer - Mark Saccoccio _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked) (not recorded on LCRS .