

Assessment year: 2022

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
255	<p><b>Physical</b> Failure to maintain register.</p> <p><i>Need to maintain a comprehensive register of all bye-laws.</i></p> <p>Ensure that the register is up to date and properly maintained. Consider any new areas of land not covered by existing Bye Laws.</p>	<p><b>High</b></p> <p><b>Medium</b></p>	6	Update required to include additional and To be re-issued to Secretary of State following committee approval	<p><i>Head of Grounds &amp; Environmental Service</i></p> <p>Head of Grounds &amp; Environmental Services</p>	31/03/2022	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** *Councillor Farzana Kharawala* \_\_\_\_\_

**Signed by responsible Finance officer:** *Mr 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 .

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
----	-----------------------	---------------------	-------	--------------------	----------------------------	----------------	------------------

**Cemeteries/Churchyards**

287	<b>Physical</b> Headstones/kerbstones safety survey.  To minimise risk of injury.  Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover is in place.	<b>High</b> <b>Medium</b>	6	Safety survey to be completed by end of municipal year 2021/22 and actions identified.	Head of Grounds & Environmental Service  Head of Grounds & Environmental Services	31/03/2022	<input type="checkbox"/>
-----	---	------------------------------	---	--	---	------------	--------------------------

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** *Councillor Farzana Kharawala* \_\_\_\_\_

**Signed by responsible Finance officer:** *Mr 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 .

Assessment year: 2022

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Employment Of Staff</b>							
1152	<b>Physical</b> Pandemic  To ensure duty of care towards staff is met  Council approved risk assessment for Covid-19 in place. All home working employees requested to complete DSE assessments and equipment provided where possible. Higher risk employees identified and appropriate preventative measures taken to safeguard them.	<b>High</b>  <b>High</b>	<b>9</b>	All heads of service and line managers to regularly review working arrangements for their staff. Pandemic impact may be ongoing in 2022-23.	<b>Officers</b>  Officers	31/03/2023	<input type="checkbox"/>
19	<b>Professional</b> Loss of key staff.  To avoid problems arising from loss of key personnel.  Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff.	<b>Medium</b>  <b>Medium</b>	<b>4</b>	Operational procedures for all services to be reviewed and updated - this remains an ongoing priority to protect business continuity.	<b>Officers</b>  Officers	31/03/2023	<input type="checkbox"/>

Submitted to council: \_\_\_\_\_

No of issues listed: 2

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Chairperson name: **Councillor Farzana Kharawala** \_\_\_\_\_

Signed by responsible Finance officer: **Mr 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 .

Assessment year: 2022

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
1166	<b>Administration/Legal</b> Pandemic  <i>To ensure health and safety requirements arising from the Covid-19 pandemic are met.</i>  Risks are: legal, financial, physical, environmental. All scheduled events to have specific risk assessments.	<b>High</b>  <b>Medium</b>	6	Uncertainty likely to continue into 2022 but we have now demonstrated a number of ways of dealing with the pandemic impact, eg. ticketing to restrict numbers or online events. Contingency plans will be factored into 2022-23 events.	<b>Head of Cultural &amp; Economic Services</b>  Officers	31/03/2023	<input type="text"/>

Submitted to council: \_\_\_\_\_

No of issues listed: 1

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Chairperson name: **Councillor Farzana Kharawala** \_\_\_\_\_

Signed by responsible Finance officer: **Mr 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 .

Assessment year: 2022

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>GDPR</b>							
831	<p><b>Administration/Legal</b> Failure to identify what data is held and processed by the council.</p> <p><i>To have a fully completed audit showing checks taken place and listing all data held electronically and non electronically.</i></p> <p>It is the Council's duty to undertake an information audit and to manage the information collected by the Council. Information held could change from year to year with different activities.</p>	<p><b>Medium</b></p> <p><b>Medium</b></p>	4	Information audit & external data protection audit delayed due to Covid-19. All service areas to be responsible for reviewing their own areas.	<p><b>Officers</b></p> <p>Officers</p>	31/03/2023	<input type="text"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** *Councillor Farzana Kharawala* \_\_\_\_\_

**Signed by responsible Finance officer:** *Mr 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 .

Assessment year: 2022

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
1153	<p><b>Administration/Legal</b></p> <p>Lack of clarity on management of land east of the town</p> <p><i>Clarity and forward planning required to ensure resources in place for management of additional land</i></p>	High	9	To be progressed by Council through ongoing discussion with the local authority Boundary review recommendations awaited in 2022.	Councillors  Councillors	31/03/2023	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** *Councillor Farzana Kharawala* \_\_\_\_\_

**Signed by responsible Finance officer:** *Mr 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 .

Assessment year: 2022

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Markets</b>							
1159	<b>Environmental</b> Pandemic  To ensure compliance with health and safety requirements related to Covid-19  Council approved risk assessment in place. Revised layout and number of stalls to allow for social distancing. Use of staff/volunteer stewards to assist with distancing.	High  Medium	6	To monitor ongoing compliance with risk assessment and keep under review as Government guidance changes.	Head of Cultural & Economic Services  Head of Cultural & Economic Services	31/03/2023	<input type="text"/>
1160	<b>Financial</b> Pandemic  To plan for possible income loss resulting from Covid-19 pandemic  Impact on income factored in to emerging 2021-22 budget and will be kept under regular review, reported to quarterly Market Sub Committee	High  Medium	6	Emerging 2021-22 budget adjusted accordingly To be reported to committee quarterly	Head of Cultural & Economic Services  Head of Cultural & Economic Services	31/03/2023	<input type="text"/>
136	<b>Physical</b> Maintenance of equipment  To ensure proper maintenance of equipment and minimize loss/damage/injury.  Define responsibility for equipment maintenance and ensure any necessary training is complete. Ensure that where appropriate proper maintenance contracts are in place. Ensure that all equipment is properly maintained through regular inspection/servicing.	Medium  Medium	4	Subject to budget approval, a programme of replacement for gazebo legs, footplates, canopies, side sheets and name strips to be undertaken.	Head of Cultural & Economic Services  Head of Cultural & Economic Services	31/03/2023	<input type="text"/>

Submitted to council: \_\_\_\_\_

No of issues listed: 3

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Chairperson name: **Councillor Farzana Kharawala** \_\_\_\_\_

Signed by responsible Finance officer: **Mr 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 .

Assessment year: 2022

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
1154	<p><b>Administration/Legal</b></p> <p>Lack of clarity regarding management of open spaces on land east of the town.</p> <p><i>Forward planning required to ensure adequate resources to manage additional land.</i></p>	High	9	<p>To be progressed by Council through ongoing discussion with the local authority.</p> <p>Recommendations regarding boundary review awaited in 2022.</p>	Councillors	31/03/2023	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** *Councillor Farzana Kharawala* \_\_\_\_\_

**Signed by responsible Finance officer:** *Mr 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 .

**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Public buildings and Village hall</b>							
1163	<b>Environmental</b>  Pandemic  <i>To ensure all Government guidelines relating to Covid-19 are being met.</i>  Council approved risk assessment in place. Reduced capacities to allow for social distancing. Only permitted activities to take place. Specific Covid-19 guidance provided to hirers. Reviewed whenever new Government guidance is published.	<b>High</b>  <b>Medium</b>	6	Council approved risk assessment in place. Revised terms and conditions for venue hirers. To be monitored regularly.	<b>Head of Grounds &amp; Environmental Service</b>  Head of Grounds & Environmental Services	31/03/2023	<input type="text"/>
1164	<b>Financial</b>  Pandemic  <i>To forward plan for potential income loss through being unable to hire facilities due to Covid-19 restrictions</i>  Emerging 2021-22 budget includes anticipated loss of income through reduced venue hire	<b>High</b>  <b>Medium</b>	6	Anticipated income increased in emerging 2022-23 budget but not yet certain to return to pre pandemic levels.	<b>Head of Grounds &amp; Environmental Service</b>  Head of Grounds & Environmental Services	31/03/2023	<input type="text"/>
102	<b>Physical</b>  Maintenance of buildings  <i>To ensure proper maintenance of premises and minimize risk of loss/damage/injury.</i>  Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Detailed records kept of all work scheduled/completed. That each building is individual risk assessed.	<b>Medium</b>  <b>Medium</b>	4	10 year maintenance plan under development. Information to be brought to Grounds Committee	<b>Head of Grounds &amp; Environmental Service</b>  Head of Grounds & Environmental Services	31/03/2023	<input type="text"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: **3**

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** *Councillor Farzana Kharawala* \_\_\_\_\_

**Signed by responsible Finance officer:** *Mr 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 .

Assessment year: 2022

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
1157	<p><b>Administration/Legal</b>      Equipment nearing end of life expectancy.</p> <p><i>Health and safety legislation must be complied with.</i></p> <p>Equipment inspected regularly. Repairs undertaken where practicable. Current condition medium with limited life expectancy remaining. Skate park located on flood plain.</p>	High	9	Council decision required in municipal year 2022-23 due to safety concerns in respect of age of the equipment. Funds allocated in 5 year financial plan for young people's facilities/projects.	<p><i>Head of Grounds &amp; Environmental Service</i></p> <p>Head of Grounds &amp; Environmental Services</p>	31/03/2023	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** *Councillor Farzana Kharawala* \_\_\_\_\_

**Signed by responsible Finance officer:** *Mr 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 .

Assessment year: 2022

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
1168	<p><b>Environmental</b>      Pandemic</p> <p><i>Need to ensure Government guidance is adhered to.</i></p> <p>Council approved risk assessment in place. Limited delivery of services to mitigate risks.</p>	<p><b>High</b></p> <p><b>Medium</b></p>	6	Ongoing review while impact of pandemic continues. Some services can be adapted to online/tel if necessary.	<p><i>Head of Cultural &amp; Economic Services</i></p> <p>Head of Cultural &amp; Economic Services</p>	31/03/2023	<input type="text"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** *Councillor Farzana Kharawala* \_\_\_\_\_

**Signed by responsible Finance officer:** *Mr 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 .