

Pershore Town Council Risk Assessment February 2015

Area	Risk No.	Risk Identified	Action and Date	Further action required
Buildings Town Hall Library Chapel Lodge	1	Fire	Notices erected Fire risk assessment completed. Fire alarms checked weekly Fire drills undertaken 6 monthly Fire escape from Heritage Centre Emergency lighting tested quarterly	Annual review
	2	Damage to structure	Fire insurance checked annually	
	3	Building fault	Building insurance reviewed annually 5 year electrical test completed 2014 – library 2013 Annual gas check	
Assets (furniture, fittings etc.)	4	Fire	Insurance checked – key documents stored in fire proof safe or at local solicitors	Annual check on insurance
	5	Theft	Insurance checked –key pad lock on side door as security measure. External CCTV installed at Library and Town Hall Alarm system on groundsman’s store	
	6	Flood	Cellar pumps working – monthly check Roof and door drains regularly cleared. Court case settled and funds now available for this to be corrected	

Electrical appliances	7	Electric shock	PAT testing annually	
Staff and councillors	8	Accident	Insurance checked Training established	Monitor procedures are working regularly
	9	Assault	Lone worker procedures in place for all staff including cemetery staff. Key pad lock on side door Personal attack alarms provided to all staff. Mobile phones for cemetery staff and Council groundsman. Escape routes agreed. Contact with Clerk at regular intervals during working day.	
	10.	Evacuation of disabled	Member of staff allocated to assist where necessary Library has disabled refuge	Business continuity plan being developed
	11	Long term sickness	Staff flexibility agreed – multi skilled staff available for cover.	
	12	Increase costs, pension etc.	3 year budget established	
	13	Industrial injury	Risk assessments and training in place	
Staff fault or negligence	14	Fraud	Segregation of duties Petty cash system of authorisation. Fidelity insurance reviewed as necessary	
	15	Alienation of public	Appraisals and regular reviews of performance In house training in place	

	16	Accusation of improper dismissal	Disciplinary procedures 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	
Legal	17	Property titles unsafe	Property list checked and all titles confirmed	
	18	Sued by lessee	Insurance checked	
	19	Failure to complete contract	Reserves available	
Rents	20	Failure to collect	Procedures in place – invoice system set up – credit control in place	
	21	Loss of tenants	System in place for control of neglectful allotment tenants and monitoring of hirers of Town Hall and library	
	22	St Andrews Garden	Regular monitoring and grounds contract awarded – currently space rented free of charge	
Financial	23	Reducing income from investments	Investment policy in place. Annual review with fund managers and bi monthly review by Finance Committee	Regular review of income and value of investments. Annual report from bankers.
	24	Loss of value in investments	As above	Revised investment strategy in place

Political	25	Changes in HMG rules which may increase costs	Advice from SLCC and CALC Quality Town Status renewed September 2011	CALC membership to cease 2015 QTS system changed 2015
	26	Changes in government policy resulting in reduction in precept	Robust budget preparation and close links with precepting authority to enable implications to be understood.	Monitor new legislation and policy closely to be in a position to take action as required.
Health & Safety	27	Non compliance	Detailed H & S inspection undertaken – issues addressed. 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	I.T. Policy in place	Written policy forms part of staff handbook
	29	Virus threat	Anti virus software purchased and updated regularly	I.T. contract with external suppliers to recover data if required
	30	Loss of data	Server installed with daily back ups to external hard drive stored off site overnight.	