

**MINEHEAD TOWN COUNCIL****RISK MANAGEMENT REVIEW – March 2024****OPERATIONAL**

SUBJECT	RISK(S) IDENTIFIED	LIKELIHOOD	MANAGEMENT / CONTROL OF RISK	REVIEW
Compliance with law and Proper Practices	<ul style="list-style-type: none"><li>Council does not fulfil its duties and obligations</li></ul>	HIGH	<ul style="list-style-type: none"><li>Staff training provided as required.</li><li>Staff aware of Legal Powers and Duties and the statutory provisions in which they relate.</li><li>New staff induction and training programme in place and carried out by all new staff. Refreshers available as required.</li><li>New Councillor induction and training package in development.</li><li>Additional training of Councillors and staff as required.</li><li>Monthly Full Council meetings held.</li><li>Appointment of qualified and experienced Internal Auditor.</li><li>Audit reports considered by Finance and General Purposes committee and required actions but in place</li><li>Membership of Somerset Association of Local Councils for advice if required.</li><li>Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually.</li><li>Statement of Accounts approved annually by Council.</li><li>Weekly Staff meetings in place to continually monitor risk.</li><li>Staffing structure in place, providing a long term arrangement for the position of Town Clerk</li><li>All other relevant policies in place and reviewed by staff and Councillors.</li></ul>	AUTUMN 2024
	<ul style="list-style-type: none"><li>Council exceeds its powers</li></ul>	HIGH		

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Employees	<ul style="list-style-type: none"><li>• Staff put at risk through unsafe working environment</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• Health and Safety Policy in place and reviewed as required.</li><li>• Lone Working Policy and risk assessment in place, both reviewed annually</li><li>• As part of business safe contract with peninsula, a yearly health and safety audit takes place and findings reported to Council, with necessary required actions taken.</li><li>• Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates.</li><li>• Probation period in place for new staff.</li><li>• Employee contracts in place and comply with relevant laws and legislations.</li><li>• Appropriate training of staff where required/identified.</li><li>• Peninsula Business Safe system used to store risk assessments and offer professional support and guidance when required.</li><li>• Employers liability insurance in place.</li><li>• Equipment and machinery regularly maintained as per manufacturer specification with documented maintenance records.</li><li>• Budget for identified training needs in place.</li><li>• Town Council Asset register in place. Reviewed and updated as required.</li><li>• Staff performance and welfare reviews in place via monthly manager one to ones.</li><li>• Health and safety boards in place across all sites, allowing staff with access to accident/hazard</li></ul>	AUTUMN 2024
	<ul style="list-style-type: none"><li>• Staff put themselves and others at risk through inappropriate working practices</li></ul>	<b>MEDIUM</b>		
	<ul style="list-style-type: none"><li>• Staff not fulfilling the roles to which they have been appointed</li></ul>	<b>MEDIUM</b>		

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			<p>reporting and all related health and safety information.</p> <ul style="list-style-type: none"><li>• Health and safety boards reviewed, updated and documents replenished as required.</li><li>• All Risk Assessments are current and reviewed as required, with automated review emails sent out by business safe system when a review is due.</li><li>• New Risk Assessments created as/when required for new tasks.</li><li>• All relevant employment policies in place and reviewed as required.</li></ul>	
Buildings (General)	<ul style="list-style-type: none"><li>• Public / staff at risk through use of unsuitable / unsafe buildings and working practices</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• Council owned property inspected regularly.</li><li>• All Council owned/occupied buildings have a current Electrical safety inspection certificate.</li><li>• All Council owned/occupied buildings have a current Fire Risk assessment in place.</li><li>• All Council owned/occupied buildings are subject to weekly compliance checks such as legionella, fire escapes, fire call points etc. and findings recorded.</li><li>• All required buildings have fire extinguishing media in place and inspected annually by certified contractor.</li><li>• Buildings insurance/public liability insurance in place.</li><li>• Risk assessments for council tasks associated with buildings in place and updated as required.</li><li>• All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.</li></ul>	AUTUMN 2024

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Computer Systems / ICT Failure	<ul style="list-style-type: none"><li>Services at risk. Loss of data and valuable records.</li></ul>	<b>LOW</b>	<ul style="list-style-type: none"><li>All data and systems continually backed up.</li><li>Business interruption insurance</li><li>ICT support able to retrieve lost information via an administrative override of system if required.</li><li>ICT maintenance and support contract with local computer specialist.</li><li>Business interruption insurance in place.</li><li>All computer systems annually Portable Appliance Testing certification by certified contractor as/if required.</li></ul>	AUTUMN 2024
Vehicles	<ul style="list-style-type: none"><li>Public / staff at risk through use of unsuitable / unsafe vehicles</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>Vehicles inspected daily prior to use, using inspection proforma, accessible via mobile phone. All reports saved digitally and centrally. Faults actioned as required.</li><li>All fleet vehicles serviced, and MOT checked yearly.</li><li>Vehicle replacement programme in place with appropriate ear marked budget available.</li><li>Vehicles insurance/public liability insurance in place.</li></ul>	AUTUMN 2024

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			<ul style="list-style-type: none"><li>• Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates.</li><li>• Appropriate training of staff where required/identified.</li><li>• Employee driver licence information obtained annually and information held on personal file</li><li>• Drivers handbook in place and available to all required staff.</li><li>• All necessary risk assessments in place and updated as required.</li></ul>	
Equipment (General)	<ul style="list-style-type: none"><li>• Public / staff at risk through use of unsuitable / unsafe equipment</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• All amenities associated equipment visually inspected prior to use.</li><li>• Clear Fault reporting system in place.</li><li>• Detailed safety inspection of equipment carried out regularly.</li><li>• Equipment and machinery regularly maintained with documented maintenance records.</li><li>• Town Council Asset register in place. Reviewed and updated as required.</li><li>• MTC equipment contains a unique Asset tag number.</li><li>• Equipment replacement budget in place.</li><li>• Employee insurance/public liability insurance in place.</li><li>• Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates.</li><li>• Appropriate training of staff where required/identified.</li></ul>	AUTUMN 2024

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			<ul style="list-style-type: none"><li>• All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.</li><li>• Risk assessments in place and updated.</li></ul>	
Play Areas	<ul style="list-style-type: none"><li>• Public at risk through use of unsuitable / unsafe equipment</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• All equipment inspected weekly by trained staff with site specific proformas filled in and filed appropriately.</li><li>• Clear Fault reporting system in place.</li><li>• Ability to undertake minor repairs in house with access to fencing/barriers for unsafe equipment as required.</li><li>• Annual inspection carried out by ROSPA and insurance provider.</li><li>• Equipment replacement budget amount established through weekly inspection findings and in place for 2024/25.</li><li>• Public liability insurance in place.</li><li>• Risk assessments in place and updated as required.</li></ul>	AUTUMN 2024
Cemetery	<ul style="list-style-type: none"><li>• Public / staff at risk if site is unsafe or through unsafe buildings and working practices</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• All associated cemetery operations equipment inspected before use.</li><li>• Replacement budget for associated cemetery operations equipment in place 2023/24</li><li>• Public liability and Employers insurance in place.</li><li>• Cemetery Operations risk assessments in place and updated as required.</li></ul>	AUTUMN 2024

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	<ul style="list-style-type: none"><li>• Future service at risk due to limited available space at existing facility</li></ul>	<b>HIGH</b>	<ul style="list-style-type: none"><li>• Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates.</li><li>• Memorial safety inspection testing planned for 2024.</li><li>• Appropriate signage in place for users of the facility</li><li>• All Council owned/occupied buildings have a current Electrical safety inspection certificate.</li><li>• All Council owned/occupied buildings have a current Fire Risk assessment in place.</li><li>• All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.</li><li>• Budget set aside for ongoing facilities improvement</li><li>• Earmark reserve created setting aside funds for cemetery extension / new cemetery.</li><li>• Ongoing communication with ICCM regarding statutory duties and possible options relating to available burial space within parish boundaries.</li><li>• Representations to be made to local planning authority to identify suitable land for cemetery extension/new cemetery.</li><li>• Buildings insurance/public liability insurance.</li></ul>	
Offices	<ul style="list-style-type: none"><li>• Public / staff at risk through use of unsuitable / unsafe buildings and working practices</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• Employee insurance/public liability insurance.</li><li>• Risk assessments in place and updated as required.</li><li>• Out of hours contact information is current, reviewed and updated as required.</li></ul>	AUTUMN 2024

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	<ul style="list-style-type: none"><li>Public / staff at risk through use of unsuitable / unsafe equipment</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>Security and fire alarm systems in place and regularly maintained.</li><li>All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.</li><li>One year extension to existing lease negotiated 2024.</li><li>Offices Task and Finish Group established with ongoing investigation to identify permanent premises.</li><li>Earmark reserve created setting aside funds for new offices.</li><li>Buildings insurance/public liability insurance.</li><li>All Council owned/occupied buildings have a current Electrical safety inspection certificate.</li><li>All Council owned/occupied buildings have a current Fire Risk assessment in place.</li><li>CCTV System in place for staff and public safety.</li></ul>	
	<ul style="list-style-type: none"><li>Future service at risk due to short term lease in place on existing offices</li></ul>	<b>HIGH</b>		
Community Building	<ul style="list-style-type: none"><li>Risk of underutilisation of facility</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>Significant customer base established. Promotion officer appointed to manage facility.</li><li>Contingency built into revenue budget to support running costs.</li><li>Out of hours contact information is current, reviewed and updated as required.</li><li>Security and fire alarm systems in place and regularly maintained.</li><li>All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.</li></ul>	AUTUMN 2024
	<ul style="list-style-type: none"><li>Ongoing costs higher than expected</li></ul>	<b>MEDIUM</b>		
	<ul style="list-style-type: none"><li>Risk to potential users of the facility</li></ul>	<b>LOW</b>		



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			<ul style="list-style-type: none"><li>• Buildings insurance/public liability insurance.</li><li>• User/hire agreements in place. Currently fully booked with user waiting list in place</li><li>• Caretaker employed with established cleaning schedule and daily evening locking up routine in place.</li><li>• Classes and groups are required to undertake their own risk assessments for activities being undertaken including the main user, Minehead AFC.</li><li>• All Council owned/occupied buildings have a current Electrical safety inspection certificate.</li><li>• All Council owned/occupied buildings have a current Fire Risk assessment in place.</li><li>• All Council owned/occupied buildings are subject to weekly compliance checks such as legionella, fire escapes, fire call points etc. and findings recorded.</li><li>• All required buildings have fire extinguishing media in place and inspected annually by certified contractor.</li><li>• Buildings insurance/public liability insurance in place.</li><li>• Risk assessments for council tasks associated with buildings in place and updated as required.</li></ul>	
Public Conveniences	<ul style="list-style-type: none"><li>• Public at risk through use of unsuitable / unsafe buildings</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• All Council owned/occupied buildings are subject to weekly compliance checks such as legionella, fire escapes, fire call points etc. and findings recorded.</li></ul>	AUTUMN 2024

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	<ul style="list-style-type: none"><li>Public / cleaning staff at risk through unsafe working practices</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>All Council owned/occupied buildings have a current Electrical safety inspection certificate.</li><li>Buildings insurance / public liability insurance in place.</li><li>Budget for responsive repairs in place.</li><li>Earmarked reserve in place for enhancement of facilities.</li><li>Risk assessments in place and reviewed.</li><li>All toilets have a facility that complies with The Equalities Act with eligible key holder access only.</li><li>Cleaning arrangements carried out by in house amenities team enabling for both a proactive and reactive service.</li></ul>	
	<ul style="list-style-type: none"><li>Reputational loss due to poorly maintained facilities</li></ul>	<b>MEDIUM</b>		
Allotments	<ul style="list-style-type: none"><li>Public at risk from unsafe facilities or through inappropriate / unsafe practices carried out by other users.</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>Buildings insurance/public liability insurance</li><li>Plot holders manage their own risk beyond that which is reasonably expected of the Council.</li><li>Communal areas regularly checked and maintained by amenities team.</li><li>All tenancy information held centrally and securely.</li><li>Allotment tenancy agreement in place.</li><li>Allotment Holder Deposit Scheme in place.</li><li>Regular site and plot condition reports carried out with findings reported and action taken.</li><li>Unsatisfactory allotment plots follow a clear process of improvement notification.</li><li>Annual invoicing system in place with more than one contact type required to ensure contact can be made.</li><li>Allotment Advisory group meetings take place regularly</li></ul>	AUTUMN 2024

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