

RA Ref	FRA.25	
Team	Council	
SWP required		No

Risk Assessment Title: Financial Risk Management Review 2025/26

Completed By - Name: Ben Parker

Date of Assessment: March 2025

Council Approval Date: 25th March 2025; Minute No:2025/47

Date for Review: March 2026

HAZARD	RISK	PERSONS INVOLVED	Initial Risk Score			CONTROL MEASURES (Inc statutory requirements)	Residual Risk Score	
			SEVERITY (1-5)	LIKELIHOOD (1-5)	OVERALL SCORE		LIKELIHOOD (1-5)	OVERALL SCORE
<ul style="list-style-type: none"> Compliance with law and Proper Practices 	<ul style="list-style-type: none"> Council does not fulfil its duties and obligations Council exceeds its powers 	<ul style="list-style-type: none"> Staff Councillors 	5	4	20	<ul style="list-style-type: none"> Every disbursement has an identifiable power to spend through appropriate legislation. Reports are written and provided in advance alongside agenda to inform council decision. Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. Staff training provided as required. Staff aware of Legal Powers and Duties and the statutory provisions in which they relate. Staff induction and training programme in place for all new staff. Refreshers available as required. Councillor induction and training programme in development. Additional training of Councillors and staff as required. Monthly Full Council meetings held. Appointment of qualified and experienced Internal Auditor. Internal audit reports received by 	2	10

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						<ul style="list-style-type: none"> Council with any required actions carried out Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. Statement of Accounts approved annually by the Council. Weekly Staff meetings in place to continually monitor risk. Staffing structure in place, providing a long-term arrangement for the position of Town Clerk Clear terms of reference for each committee reviewed annually. All other relevant policies in place and reviewed by staff and Councillors. Clerk currently undertaking recognised qualifications (CiLCA) 		
<ul style="list-style-type: none"> Computer Systems / ICT Failure 	<ul style="list-style-type: none"> Services at risk. Loss of data and valuable records. 	<ul style="list-style-type: none"> Staff Councillors 	4	2	8	<ul style="list-style-type: none"> All data and systems continually backed up. Business interruption insurance ICT support able to retrieve lost information via an administrative override of system if required. ICT maintenance and support contract with local computer 	1	4

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						<ul style="list-style-type: none"> specialist. Business interruption insurance in place. All computer systems annually PAT tested as/if required. Business Interruption and legal expenses Insurance cover in place. 		
<ul style="list-style-type: none"> Computer Systems hacking/fraudulent activity 	<ul style="list-style-type: none"> Data Breach Theft 	<ul style="list-style-type: none"> Staff Councillors 	5	3	15	<ul style="list-style-type: none"> Relevant IT Policies in place, reviewed regularly Staff Training on cyber security including phishing, password management etc. financial accounting system consideration of security of equipment. careful service planning 2 factor authentication on bank account access. 3 signatories required for bank transfers Different councillor signatories for different bank accounts Financial risk spread across multiple banking accounts Business Interruption and legal expenses Insurance cover in place. 	2	10
<ul style="list-style-type: none"> Devolution/Partnership working with Somerset Council 	<ul style="list-style-type: none"> Additional services devolved to Parish / Town Councils Poor relationship/communication with Somerset Council affecting 	<ul style="list-style-type: none"> Staff Councillors 	5	3	15	<ul style="list-style-type: none"> Contingency established through Devolution Costs Ear Marked Reserve. Access to SC asset lists and costs for service provision and intervals to serve as reference for devolution discussions and/or S114 notice issued on SC. 	2	10

RA Ref	FRA.25	
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SWP required		No

	services					<ul style="list-style-type: none"> • Town Council aware of all assets and services provided by SC and is aware on how these services may be affected in the event of a S114 notice. • Every disbursement has an identifiable power to spend including the obtaining and running of assets and services. • Regular, established communication with assigned Somerset Council Officer for devolution discussions. • Council to consider and continually monitor all known costings/liabilities and associated information before committing to any asset or service devolution agreement. • Ongoing communication with Somerset Council via Local Community Network meetings and monthly Somerset Council Clerks meetings. • Regular communication with neighbouring Councils including continued engagement with Local Community Network groups • Support network of Somerset Clerks in place with regular professional communication channel in place. • Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. • Clerk is a member of the Society of Local Council Clerks for advice 		
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						<ul style="list-style-type: none"> and/or training if required. Somerset Council Asset and service devolution policy framework in place. Established in house amenities team currently undertaking a broad range of services. Comprehensive and updated asset register including equipment and machinery. Devolution Risk assessment produced and under regular review. Proactive equipment/machinery replacement programme in place as guided by asset register. Contingency fund strategy in development to mitigate increased costs. Public Liability, Employers Liability and material damage insurance cover in place 		
<ul style="list-style-type: none"> Control of income and expenditure. 	<ul style="list-style-type: none"> Misappropriation of funds by staff or councillors 	<ul style="list-style-type: none"> Staff Councillors 	3	3	9	<ul style="list-style-type: none"> Delegated payment powers to Clerk and RFO as required. Scheme of delegation in development. Clear terms of reference for each committee reviewed annually. All payments over £1,500 recommended by Finance & General Purposes committee and approved by Full Council. Bank reconciliations signed off by councillors Suppliers paid by direct debit or standing approved by council annually and reviewed as required. 	1	3

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						<ul style="list-style-type: none"> • Staff salaries approved by council annually and reviewed as required. • Quarterly internal Councillor account checks by appointed councillors • All payments reported to both Finance and General Purposes Committee and to Full Council. • All income reported to Finance and General Purposes Committee and to Full Council. • Fidelity guarantee insurance in place • Payments over £500 published on website. • 3 signatories required for bank transfers • Different councillor signatories for different bank accounts • Financial risk spread across multiple banking accounts • Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. 		
<ul style="list-style-type: none"> • Financial record keeping 	<ul style="list-style-type: none"> • Financial records are incomplete or inaccurate • VAT not recovered correctly 	<ul style="list-style-type: none"> • Staff • Councillors 	3	3	9	<ul style="list-style-type: none"> • Financial records are maintained using RBS Omega software. • Quarterly internal Councillor account checks by appointed councillors • Suitably qualified staff in post. • Fidelity guarantee insurance in place. • Procedures regularly reviewed by Internal Auditor. • Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. 	1	3

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<ul style="list-style-type: none"> Cash Plus – Pre-paid card 	<ul style="list-style-type: none"> Misappropriation of funds by staff 	<ul style="list-style-type: none"> Staff 	2	3	6	<ul style="list-style-type: none"> Limited maximum available balance. Card locked in safe and only issued for use as necessary. Card signed in and out by staff when used with records keeping system in place. Fidelity guarantee and Legal Expenses insurance in place. Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. All purchases presented to F&GP committee and Full Council for review. Staff management policies and procedures in place. 	1	2
<ul style="list-style-type: none"> Challenges by Members of the Public and employee disputes 	<ul style="list-style-type: none"> Excessive staff time spent on additional/unexpected requests. Financial Claims against the Council. 	<ul style="list-style-type: none"> Staff Councillors 	5	4	20	<ul style="list-style-type: none"> Commitment to account transparency on website for access and availability to information. Every disbursement has an identifiable power to spend through appropriate legislation. Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. Complaints policy and escalation process in place. Clerk is a member of the Society of Local Council Clerks for advice 	2	10

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						<p>and/or training if required.</p> <ul style="list-style-type: none"> • Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Membership of professional HR service allowing for access to advice and guidance as required. • Probation period in place for new staff. • Employee contracts in place and comply with relevant laws and legislations. • Appropriate training of staff where required/identified. • All associated employment policies in place and reviews annually. • Occupational risk assessments in place and reviewed as required. • Staff performance and welfare reviews in place via monthly manager one to ones. • Health and safety boards in place across all sites, allowing staff with access to accident/hazard reporting and all related health and safety information. • Health and safety boards reviewed, updated and documents replenished as required. • Personal accident, Employers liability, Legal expenses and Fidelity Insurance cover in place. 		
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Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW:	COMMENTS:			
DATE OF REVIEW:	COMMENTS:			

Risk Matrix

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SWP required		No

Risk Rating				Consequence (Impact/Severity of Injury)				
Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1.	2.	3.	4.	5.
				Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood Descriptor		Consequence Descriptor						
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5

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SWP required		No

Risk Assessment Title: Governance Risk Management Review 2025/26

Completed By - Name: Ben Parker

Date of Assessment: March 2025

Council Approval Date: 25th March 2025; Minute No:2025/47

Date for Review: March 2026

HAZARD	RISK	PERSONS INVOLVED	Initial Risk Score			CONTROL MEASURES (Inc statutory requirements)	Residual Risk Score	
			SEVERITY (1-5)	LIKELIHOOD (1-5)	OVERALL SCORE		LIKELIHOOD (1-5)	OVERALL SCORE
<ul style="list-style-type: none"> Compliance with law and Proper Practices 	<ul style="list-style-type: none"> Council does not fulfil its duties and obligations Council exceeds its powers 	<ul style="list-style-type: none"> Staff Councillors 	5	4	20	<ul style="list-style-type: none"> Every disbursement has an identifiable power to spend through appropriate legislation. Reports are written and provided in advance alongside agenda to inform council decision. Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. Staff training provided as required. Staff aware of Legal Powers and Duties and the statutory provisions in which they relate. Staff induction and training programme in place for all new staff. Refreshers available as required. Councillor induction and training programme in development. Additional training of Councillors and staff as required. Monthly Full Council meetings held. Appointment of qualified and experienced Internal Auditor. 	2	10

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						<ul style="list-style-type: none"> Internal audit reports received by Council with any required actions carried out Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. Statement of Accounts approved annually by the Council. Weekly Staff meetings in place to continually monitor risk. Staffing structure in place, providing a long-term arrangement for the position of Town Clerk Clear terms of reference for each committee reviewed annually. All other relevant policies in place and reviewed by staff and Councillors. Clerk currently undertaking recognised qualifications (CiLCA) 		
<ul style="list-style-type: none"> Legislation Changes/ Processes & Partnership working with Somerset Council 	<ul style="list-style-type: none"> Legislation changes could impact service delivery Poor relationship/ communication with Somerset 	<ul style="list-style-type: none"> Staff Councillors 	4	4	16	<ul style="list-style-type: none"> Town council is a member of Somerset Association of Local Councils for advice/support on any legislative changes Clerk is a member of the society of Local Council Clerks for advice/support on any legislative 	2	8

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	Council affecting local democracy					<ul style="list-style-type: none"> changes Monthly Somerset Council Clerks meetings. Regular communication with neighbouring Councils including continued engagement with Local Community Network groups Support network of Somerset Clerks in place with regular professional communication channel in place. Guidance and support provided through regular contact with internal auditor. 		
<ul style="list-style-type: none"> Council Meetings 	<ul style="list-style-type: none"> Council meetings not held regularly and conducted properly Council business not properly recorded Decisions not implemented 	<ul style="list-style-type: none"> Staff Councillors 	5	4	20	<ul style="list-style-type: none"> Every disbursement has an identifiable power to spend through appropriate legislation. Reports are written and provided in advance alongside agenda to inform council decision. Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. Staff & councillor training provided as required. Staff & councillors made aware of Legal Powers and Duties and the statutory provisions in which they relate. Council meetings appropriately advertised and open for the public to attend as per legislation. Monthly Full Council meetings held. 12 monthly Calander of meetings created and approved at Annual 	2	10

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						<p>Town Council Meeting in May.</p> <ul style="list-style-type: none"> • Appointment of qualified and experienced Internal Auditor. • Councillors receive Agendas and relevant document information within statutory required timeframe. • Agendas and minutes published on website. • Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Standing Orders are upheld when undertaking Council business in meetings. • Decision follow up/action monitoring system in development. • Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. • Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. • Council meetings held in public unless a legitimate qualification to exclude public under the Public Bodies (Admission to Meetings) Act 1960 S.1 (2) • No confidential Minutes are written. Only supplementary confidential notes to minutes are to be recorded. • Clerk currently undertaking recognised qualifications (CiLCA) • Chair elected as first item of 		
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						<ul style="list-style-type: none"> business at Annual council meeting in May. Chair to chair meetings through their own interpretation of standing orders. 		
<ul style="list-style-type: none"> Councillors 	<ul style="list-style-type: none"> Councillors acting improperly or unlawfully 	<ul style="list-style-type: none"> Staff Councillors 	5	4	20	<ul style="list-style-type: none"> Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. Councillors must complete a Register of Interests and are expected to keep it updated as required. Clear terms of reference for each committee reviewed annually. Additional agenda item at all meetings for Councillors to declare any unregistered interests. New Councillor induction and training package in development. Additional training of Councillors and staff as required. Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. 	2	10
<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Staff acting improperly or unlawfully 	<ul style="list-style-type: none"> Staff Councillors 	5	4	20	<ul style="list-style-type: none"> Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. Staffing sub committee in place to review and monitor all staffing 	2	10

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Team	Council	
SWP required		No

						<ul style="list-style-type: none"> matters Regular staffing one to ones/appraisal system in place Staff training provided as required. Staff aware of Legal Powers and Duties and the statutory provisions in which they relate. Staff induction and training programme in place for all new staff. Refreshers available as required. Appointment of qualified and experienced Internal Auditor. Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. 		
<ul style="list-style-type: none"> Forward planning / resources 	<ul style="list-style-type: none"> Inefficient use of resources Objectives not identified / achieved Insufficient resources to deliver objectives 	<ul style="list-style-type: none"> Staff Councillors 	5	3	15	<ul style="list-style-type: none"> Council Action plan in place and reviewed annually Earmarked reserves reviewed annually. Monthly Budget Monitoring between Clerk and RFO meeting in place. Monthly Finance and General Purposes Committee meetings. Quarterly budget monitoring reports to Finance Committee. Budget setting timetable in place. Precept set at a level to account of current and future service requirements. 	2	10
<ul style="list-style-type: none"> Devolution 	<ul style="list-style-type: none"> Additional services devolved to Parish / Town Councils Poor relationship/ 	<ul style="list-style-type: none"> Staff Councillors 	5	4	20	<ul style="list-style-type: none"> Contingency established through Devolution Costs Ear Marked Reserve. Access to SC asset lists and costs for service provision and intervals to 	2	10

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Team	Council	
SWP required		No

	communication with Somerset Council affecting					<p>serve as reference for devolution discussions and/or S114 notice issued on SC.</p> <ul style="list-style-type: none"> • Town Council aware of all assets and services provided by SC and is aware on how these services may be affected in the event of a S114 notice. • Every disbursement has an identifiable power to spend including the obtaining and running of assets and services. • Regular, established communication with assigned Somerset Council Officer for devolution discussions. • Council to consider and continually monitor all known costings/liabilities and associated information before committing to any asset or service devolution agreement. • Ongoing communication with Somerset Council via Local Community Network meetings and monthly Somerset Council Clerks meetings. • Regular communication with neighbouring Councils including continued engagement with Local Community Network groups • Support network of Somerset Clerks in place with regular professional communication channel in place. • Town Council is a member of Somerset Association of Local Councils for advice and/or training if 		
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RA Ref	GRA.25	
Team	Council	
SWP required		No

						<p>required.</p> <ul style="list-style-type: none"> • Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. • Somerset Council Asset and service devolution policy framework in place. • Established in house amenities team currently undertaking a broad range of services. • Comprehensive and updated asset register including equipment and machinery. • Devolution Risk assessment produced and under regular review. • Proactive equipment/machinery replacement programme in place as guided by asset register. • Contingency fund strategy in development to mitigate increased costs. • Public Liability, Employers Liability and material damage insurance cover in place 		
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Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating

RA Ref	GRA.25	
Team	Council	
SWP required		No

DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>
DATE OF REVIEW:	COMMENTS:
DATE OF REVIEW:	COMMENTS:

Risk Matrix

Risk Rating				Consequence (Impact/Severity of Injury)					
Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1.	2.	3.	4.	5.	
				Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood Descriptor			Consequence Descriptor		<ul style="list-style-type: none"> Near Miss. No treatment required. 	<ul style="list-style-type: none"> First-Aid treatment (e.g. minor cuts, bruises, bumps) 	<ul style="list-style-type: none"> Medical treatment Lost time of >3 working days. 	<ul style="list-style-type: none"> Serious injury/ medical treatment. Hospitalisation. Lost time (RIDDOR) 	<ul style="list-style-type: none"> Loss of life. Permanent disability.
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25	
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20	
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15	
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10	
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5	

RA Ref	ORA.25	
Team	Council	
SWP required		No

Risk Assessment Title: Operational Risk Management Review 2025/26

Completed By - Name: Ben Parker

Date of Assessment: March 2025

Council Approval Date: 25th March 2025; Minute No:2025/47

Date for Review: March 2026

HAZARD	RISK	PERSONS INVOLVED	Initial Risk Score			CONTROL MEASURES (Inc statutory requirements)	Residual Risk Score	
			SEVERITY (1-5)	LIKELIHOOD (1-5)	OVERALL SCORE		LIKELIHOOD (1-5)	OVERALL SCORE
<ul style="list-style-type: none"> Compliance with law and Proper Practices 	<ul style="list-style-type: none"> Council does not fulfil its duties and obligations Council exceeds its powers 	<ul style="list-style-type: none"> Staff Councillors 	5	4	20	<ul style="list-style-type: none"> Every disbursement has an identifiable power to spend through appropriate legislation. Reports are written and provided in advance alongside agenda to inform council decision. Accurate minute taking with accurate advice provided before resolutions with identifiable powers to act sited and clear resolutions recorded. Staff training provided as required. Staff aware of Legal Powers and Duties and the statutory provisions in which they relate. Staff induction and training programme in place for all new staff. Refreshers available as required. Councillor induction and training programme in development. Additional training of Councillors and staff as required. Monthly Full Council meetings held. Appointment of qualified and experienced Internal Auditor. 	2	10

RA Ref	ORA.25	
Team	Council	
SWP required		No

						<ul style="list-style-type: none"> • Internal audit reports received by Council with any required actions carried out • Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. • Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. • Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually. • Statement of Accounts approved annually by the Council. • Weekly Staff meetings in place to continually monitor risk. • Staffing structure in place, providing a long-term arrangement for the position of Town Clerk • Clear terms of reference for each committee reviewed annually. • All other relevant policies in place and reviewed by staff and Councillors. • Clerk currently undertaking recognised qualifications (CiLCA) 		
<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Staff put at risk through unsafe working environment • Staff put themselves and others at risk 	<ul style="list-style-type: none"> • Staff • Councillors 	5	4	20	<ul style="list-style-type: none"> • Health and Safety Policy in place and reviewed annually. • Lone Working Policy and risk assessment in place, both reviewed annually • Outsourced health and safety advice/recording platform • As part of health and safety contract with peninsula, a yearly health and 	2	10

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SWP required		No

	<p>through inappropriate working practices</p> <ul style="list-style-type: none"> • Staff not fulfilling the roles to which they have been appointed • Unskilled work force 					<p>safety audit takes place and findings reported to Council, with necessary required actions taken.</p> <ul style="list-style-type: none"> • Staff training programme in place, identifying all staff certification, dates obtained and expiry dates. • Probation period in place for new staff. • Employee contracts in place, complying with relevant employment laws and legislations. • Appropriate training of staff where required/identified. • H &S system used to store risk assessments and professional, specialist support and guidance available 24/7, through H&S contract provider when required. • Employers liability insurance in place. • Equipment and machinery regularly maintained as per manufacturer specification with documented maintenance records. • Training needs budgeted for. • Town Council Asset register in place. Reviewed and updated regularly. • Proactive maintenance programme of all machinery and equipment as per manufacturers recommendations. • Staff performance and welfare reviews in place via monthly manager one to ones. • Health and safety boards in place across all sites, allowing staff with access to accident/hazard reporting and all related health and safety 		
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RA Ref	ORA.25	
Team	Council	
SWP required		No

						<p>information.</p> <ul style="list-style-type: none"> • Health and safety boards reviewed, updated and documents replenished as required. • All Risk Assessments are current and reviewed as required, with automated review emails sent out by business safe system when a review is due. • New Risk Assessments created as/when required for new tasks. • All relevant employment policies in place and reviewed as required. 		
<ul style="list-style-type: none"> • Buildings (General) 	<ul style="list-style-type: none"> • Public / staff at risk through use of unsuitable / unsafe buildings and working practices 	<ul style="list-style-type: none"> • Staff • Councillors • Members of Public 	5	4	20	<ul style="list-style-type: none"> • Council owned property inspected regularly. • All MTC owned/occupied buildings have a current Electrical safety inspection certificate. • All MTC owned/occupied buildings have a current Fire Risk assessment in place. • All MTC owned/occupied buildings (Pre 2000) have a current asbestos risk assessment. • All MTC owned/occupied buildings are subject to weekly compliance checks such as fire call point testing, legionella, fire escapes, fire call points etc. and findings recorded. • Every MTC owned/occupied building has its own log book containing site specific information • All required buildings have fire extinguishing media in place and inspected annually by certified contractor. 	2	10

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Team	Council	
SWP required		No

					<ul style="list-style-type: none"> • Buildings insurance/public liability insurance in place. • Risk assessments for council tasks associated with buildings in place and updated as required. • All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor. • All firefighting media serviced annually and visually inspected monthly • CCTV coverage across sites • Proactive maintenance programme across all sites • Building and contents insurance in place 			
<ul style="list-style-type: none"> • Computer Systems/ ICT Failure 	<ul style="list-style-type: none"> • Services at risk. Loss of data and valuable records. 	<ul style="list-style-type: none"> • Staff • Councillors • Members of Public 	4	2	8	<ul style="list-style-type: none"> • All data and systems continually backed up. • Business interruption insurance • ICT support able to retrieve lost information via an administrative override of system if required. • ICT maintenance and support contract with local computer specialist. • Business interruption insurance in place. • All computer systems annually PAT tested as/if required. • Paper copies kept • Business Interruption and legal expenses Insurance cover in place. 	1	4
<ul style="list-style-type: none"> • Vehicles 			4	3	12	<ul style="list-style-type: none"> • Vehicles inspected daily prior to use, using inspection proforma, accessible via mobile phone. All reports saved 	1	4

RA Ref	ORA.25	
Team	Council	
SWP required		No

	<ul style="list-style-type: none"> Public / staff at risk through use of unsuitable / unsafe vehicles 	<ul style="list-style-type: none"> Staff Councillors Members of Public 				<ul style="list-style-type: none"> digitally and centrally. Faults actioned as required. All fleet vehicles serviced, and MOT checked yearly. Vehicle replacement programme in place with appropriate ear marked budget available. Vehicles insurance/public liability insurance in place. Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates. Appropriate training of staff where required/identified. Employee driver licence information obtained annually, and information held on personal file Drivers' handbook in place and available to all required staff. All necessary risk assessments in place and updated as required. 		
<ul style="list-style-type: none"> Equipment/Machinery 	<ul style="list-style-type: none"> Public / staff at risk through use of unsuitable / unsafe equipment/machinery 	<ul style="list-style-type: none"> Staff Councillors Members of Public 	4	3	12	<ul style="list-style-type: none"> All amenities associated equipment visually inspected prior to use. Clear Fault reporting system in place. Detailed safety inspection of equipment carried out regularly. Equipment and machinery regularly maintained with documented maintenance records. MTC Asset register in place. Reviewed and updated as required. MTC equipment contains a unique Asset tag number. Equipment replacement budget in place. 	1	4

RA Ref	ORA.25	
Team	Council	
SWP required		No

						<ul style="list-style-type: none"> • Employee insurance/public liability insurance in place. • Staff training programme in place, identifying all staff certification, dates obtained and expiry dates • Appropriate training of staff where required/identified. • All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor. • Machinery/Task specific risk assessments in place and updated. • Dynamic Risk Assessment Template in use • Proactive equipment replacement programme in place • HAVS monitoring of all machinery/equipment in development. • Employee self-assessment forms completed regularly • Asset register includes estimated replacement years of machinery/equipment 		
<ul style="list-style-type: none"> • Devolution/Partnership working with Somerset Council 	<ul style="list-style-type: none"> • Additional services devolved to Parish / Town Councils • Poor relationship/communication with Somerset Council affecting services 	<ul style="list-style-type: none"> • Staff • Councillors • Members of Public 	5	3	15	<ul style="list-style-type: none"> • Contingency established through Devolution Costs Ear Marked Reserve. • Access to SC asset lists and costs for service provision and intervals to serve as reference for devolution discussions and/or S114 notice issued on SC. • Town Council aware of all assets and services provided by SC and is aware on how these services may be affected in the event of a S114 notice. • Every disbursement has an identifiable 	2	10

RA Ref	ORA.25	
Team	Council	
SWP required		No

					<p>power to spend including the obtaining and running of assets and services.</p> <ul style="list-style-type: none"> • Regular, established communication with assigned Somerset Council Officer for devolution discussions. • Council to consider and continually monitor all known costings/liabilities and associated information before committing to any asset or service devolution agreement. • Ongoing communication with Somerset Council via Local Community Network meetings and monthly Somerset Council Clerks meetings. • Regular communication with neighbouring Councils including continued engagement with Local Community Network groups • Support network of Somerset Clerks in place with regular professional communication channel in place. • Town Council is a member of Somerset Association of Local Councils for advice and/or training if required. • Clerk is a member of the Society of Local Council Clerks for advice and/or training if required. • Somerset Council Asset and service devolution policy framework in place. • Established in house amenities team currently undertaking a broad range of services. • Comprehensive and updated asset register including equipment and machinery. 		
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RA Ref	ORA.25	
Team	Council	
SWP required		No

						<ul style="list-style-type: none"> • Devolution Risk assessment produced and under regular review. • Proactive equipment/machinery replacement programme in place as guided by asset register. • Contingency fund strategy in development to mitigate increased costs. • Public Liability, Employers Liability and material damage insurance cover in place 		
<ul style="list-style-type: none"> • Play Areas 	<ul style="list-style-type: none"> • Public at risk through use of unsuitable/unsafe equipment 	<ul style="list-style-type: none"> • Staff • Councillors • Members of Public 	4	3	12	<ul style="list-style-type: none"> • All equipment inspected weekly by trained staff with site specific proformas filled in and filed appropriately. • Clear Fault reporting system in place. • Ability to undertake minor repairs in house with access to fencing/barriers for unsafe equipment as required. • Annual inspection carried out by ROSPA and insurance provider. • Equipment replacement budget amount established through weekly inspection findings and in place for 2024/25. • Public liability insurance in place. • Risk assessments in place and updated as required. 	1	4
<ul style="list-style-type: none"> • Cemetery 	<ul style="list-style-type: none"> • Future service at risk due to limited available space at existing facility • Public/staff at risk through unsafe site and working practices 	<ul style="list-style-type: none"> • Staff • Councillors • Members of Public 	5	4	20	<ul style="list-style-type: none"> • All associated cemetery operations equipment inspected before use. • Replacement budget for associated cemetery operations equipment in place 2023/24 • Public liability and Employers insurance in place. • Cemetery Operations risk assessments in place and updated as required. 	2	10

RA Ref	ORA.25	
Team	Council	
SWP required		No

						<ul style="list-style-type: none"> • Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates. • Memorial safety inspection testing planned for 2024. • Appropriate signage in place for users of the facility • All Council owned/occupied buildings have a current Electrical safety inspection certificate. • All Council owned/occupied buildings have a current Fire Risk assessment in place. • All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor. • Budget set aside for ongoing facilities improvement • Earmark reserve created setting aside funds for cemetery extension / new cemetery. • Ongoing communication with ICCM regarding statutory duties and possible options relating to available burial space within parish boundaries. • Representations to be made to local planning authority to identify suitable land for cemetery extension/new cemetery. • Buildings insurance/public liability insurance. 		
• Offices	• Public/staff at risk through use of unsuitable /	• Staff • Councillors • Members of	4	4	16	<ul style="list-style-type: none"> • Employee insurance/public liability insurance. • Risk assessments in place and 	2	8

RA Ref	ORA.25	
Team	Council	
SWP required		No

	<p>unsafe buildings and working practices</p> <ul style="list-style-type: none"> • Public/ staff at risk through use of unsuitable/unsafe equipment • Future service at risk due to short term lease in place on existing offices 	the public				<p>updated as required.</p> <ul style="list-style-type: none"> • Out of hours contact information is current, reviewed and updated as required. • Security and fire alarm systems in place and regularly maintained. • Weekly fire alarm testing, emergency escape route checks in place • Monthly emergency lighting testing and visual extinguisher checks. • All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor. • Council commitment to purchase office space lease hold, assured short term tenancy whilst purchase is ongoing. • Earmark reserve created setting aside funds for new offices. • Buildings insurance/public liability insurance. • All Council owned/occupied buildings have a current Electrical safety inspection certificate. • All Council owned/occupied buildings have a current Fire Risk assessment in place. • CCTV System in place for staff and public safety. • All MTC owned/occupied buildings (Pre 2000) have a current asbestos risk assessment. 		
<ul style="list-style-type: none"> • Community Building 	<ul style="list-style-type: none"> • Risk of underutilisation of 	<ul style="list-style-type: none"> • Staff • Councillors • Members of 	4	4	16	<ul style="list-style-type: none"> • Significant customer base established. • Administration assistant manages facility. 	2	8

RA Ref	ORA.25	
Team	Council	
SWP required		No

	<p>facility</p> <ul style="list-style-type: none"> • Ongoing Running costs • Public/staff at risk through use of unsuitable / unsafe buildings and working practices • Public/ staff at risk through use of unsuitable/unsafe equipment 	<p>the public</p>				<ul style="list-style-type: none"> • Contingency built into revenue budget to support running costs. • Out of hours contact information is current, reviewed and updated as required. • Security and fire alarm systems in place and regularly maintained. • All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor. • Buildings insurance/public liability insurance. • User/hire agreements in place. Currently fully booked with user waiting list in place • Caretaker employed with established cleaning schedule and daily evening locking up routine in place. • Classes and groups are required to undertake their own risk assessments for activities being undertaken including the main user, Minehead AFC. • All Council owned/occupied buildings have a current Electrical safety inspection certificate. • All Council owned/occupied buildings have a current Fire Risk assessment in place. • All Council owned/occupied buildings are subject to weekly compliance checks such as legionella, fire escapes, fire call points etc. and findings recorded. • All required buildings have fire 		
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RA Ref	ORA.25	
Team	Council	
SWP required		No

						<ul style="list-style-type: none"> extinguishing media in place and inspected annually by certified contractor. • Buildings insurance/public liability insurance in place. • Risk assessments for council tasks associated with buildings in place and updated as required. 		
<ul style="list-style-type: none"> • Public Conveniences 	<ul style="list-style-type: none"> • Public/staff at risk through use of unsuitable/unsafe buildings • Public/staff at risk through unsafe working practices • Reputational loss due to poorly maintained/misused facilities 	<ul style="list-style-type: none"> • Staff • Councillors • Members of the public 	4	3	12	<ul style="list-style-type: none"> • All Council owned/occupied buildings are subject to weekly compliance checks such as legionella, fire escapes, fire call points etc. and findings recorded. • All Council owned/occupied buildings have a current Electrical safety inspection certificate. • Buildings insurance / public liability insurance in place. • Budget for responsive repairs in place. • Earmarked reserve in place for enhancement of facilities. • Risk assessments in place and reviewed. • All toilets have a facility that complies with The Equalities Act with eligible key holder access only. • Cleaning arrangements carried out by in house amenities team enabling for both a proactive and reactive service. • 7 day a week service provision by in house amenities team with emergency contact number • Toilet blocks locked at night. 	1	4
<ul style="list-style-type: none"> • Allotments 	<ul style="list-style-type: none"> • Public at risk from unsafe facilities or 	<ul style="list-style-type: none"> • Staff • Councillors 	3	3	9	<ul style="list-style-type: none"> • Buildings insurance/public liability insurance 	1	3

RA Ref	ORA.25	
Team	Council	
SWP required		No

	through inappropriate/unsafe practices carried out by other users.	<ul style="list-style-type: none"> Members of the public 				<ul style="list-style-type: none"> Plot holders manage their own risk beyond that which is reasonably expected of the Council. Communal areas regularly checked and maintained by amenities team. All tenancy information held centrally and securely. Allotment tenancy agreement in place. Allotment Holder Deposit Scheme in place. Regular site and plot condition reports carried out with findings reported and action taken. Unsatisfactory allotment plots follow a clear process of improvement notification. Annual invoicing system in place with more than one contact type required to ensure contact can be made. Regular Allotment Advisory group meetings 		
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Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			

RA Ref	ORA.25	
Team	Council	
SWP required		No

DATE OF REVIEW:	COMMENTS:
DATE OF REVIEW:	COMMENTS:

Risk Matrix

Risk Rating				Consequence (Impact/Severity of Injury)				
Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
Likelihood Descriptor		Consequence Descriptor		<ul style="list-style-type: none"> Near Miss. No treatment required. 	<ul style="list-style-type: none"> First-Aid treatment (e.g. minor cuts, bruises, bumps) 	<ul style="list-style-type: none"> Medical treatment Lost time of >3 working days. 	<ul style="list-style-type: none"> Serious injury/ medical treatment. Hospitalisation. Lost time (RIDDOR) 	<ul style="list-style-type: none"> Loss of life. Permanent disability.
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5

RA Ref	DEVO/1	
Team	Council	
SWP required		No

Risk Assessment Title: Transfer of Assets and Services from Somerset Council to Minehead Town Council

Completed By - Name: Ben Parker

Date of Assessment: March 2025

Council Approval Date: 25th March 2025; Minute No:2025/47

Date for Review: Ongoing

HAZARD	RISK	PERSONS INVOLVED	Initial Risk Score			CONTROL MEASURES (Inc statutory requirements)	Residual Risk Score	
			SEVERITY (1-5)	LIKELIHOOD (1-5)	OVERALL SCORE		LIKELIHOOD (1-5)	OVERALL SCORE
• Legal and Administrative Complexities	<ul style="list-style-type: none"> Delays or errors in transfer documentation Legal disputes 	<ul style="list-style-type: none"> Council staff, legal representatives 	4	3	12	<ul style="list-style-type: none"> Engage qualified legal professionals. Ensure all documentation is thoroughly reviewed. Establish service level agreements for car parks and their ongoing liabilities. Register all asset transfers with relevant authorities. Ensure any staff transfers follow the TUPE process in accordance with legal advice. 	2	8
• Financial Burden	<ul style="list-style-type: none"> Increased costs for staffing, insurance, equipment 	<ul style="list-style-type: none"> MTC Council taxpayers 	4	4	16	<ul style="list-style-type: none"> Budget planning with contingency for unknown costs. Use underspend from 2024/25 budget to cover uncertainties. Sufficient level of General Reserves in place. Review financial implications annually. Income generating assets included in devolution deal presenting income opportunities. 	3	12
• Operational Capacity	<ul style="list-style-type: none"> Staff shortages Inefficient maintenance due to increased workload 	<ul style="list-style-type: none"> MTC Staff 	3	4	12	<ul style="list-style-type: none"> TUPE transfer of three staff from Somerset Council. Implement seven-day rota system. Invest in necessary equipment and vehicles. 	2	6

RA Ref	DEVO/1	
Team	Council	
SWP required		No

						<ul style="list-style-type: none"> Review office working arrangements at earliest opportunity. 		
<ul style="list-style-type: none"> Public Confusion Over Responsibilities 	<ul style="list-style-type: none"> Complaints and service requests misdirected 	<ul style="list-style-type: none"> Residents Visitors Businesses 	3	3	9	<ul style="list-style-type: none"> Clear communication with the community through press releases, websites and social media. Updated signage and public notices. Regular engagement through social media and community engagement events. 	2	6
<ul style="list-style-type: none"> Infrastructure Deterioration 	<ul style="list-style-type: none"> Deferred maintenance causing hazards in open spaces 	<ul style="list-style-type: none"> Public MTC staff 	4	4	16	<ul style="list-style-type: none"> Implement maintenance plans/schedules. Annual reviews of infrastructure investment. Any existing inspection reports to be transferred for review in advance. Implement a proactive reporting system for faults. Develop a long-term infrastructure enhancement plan outlining key projects and estimated costs. Implement a memorial bench and tree policy, allowing the public to contribute towards new installations. Actively seek external grant funding opportunities. 	3	12
<ul style="list-style-type: none"> Environmental Risks 	<ul style="list-style-type: none"> Increased carbon footprint Biodiversity loss 	<ul style="list-style-type: none"> Public Environment 	3	3	9	<ul style="list-style-type: none"> Continue rewilding program Invest in eco-friendly equipment and practices where possible Consider environmentally friendly methods when planning any future infrastructure or landscaping projects 	2	6

RA Ref	DEVO/1	
Team	Council	
SWP required		No

<ul style="list-style-type: none"> Health & Safety of Public and Staff 	<ul style="list-style-type: none"> Injuries due to unmaintained play areas, pathways, or equipment failure 	<ul style="list-style-type: none"> Public MTC staff 	4	3	12	<ul style="list-style-type: none"> Conduct regular risk assessments and safety audits. Ensure staff training in health and safety measures. Carry out staff inductions of any newly appointed staff. Regularly review any existing staffing policies and procedures. Implement out-of-hours reporting for urgent issues. 	2	8
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Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Legal review of all asset transfer agreements	<ul style="list-style-type: none"> Town Clerk Solicitor 	April 2025		
Comprehensive review of Financial, Operational and Governance Risk Assessments.	<ul style="list-style-type: none"> Deputy Clerk Finance and General Purposes Committee 	April 2025		
Staff training on any new operational requirements and ongoing training planning.	<ul style="list-style-type: none"> Town Clerk Amenities Manager 	Ongoing		
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			

RA Ref	DEVO/1	
Team	Council	
SWP required		No



DATE OF REVIEW:	COMMENTS:
DATE OF REVIEW:	COMMENTS:

Risk Matrix

Risk Rating				Consequence (Impact/Severity of Injury)					
Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1.	2.	3.	4.	5.	
				Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood Descriptor			Consequence Descriptor		<ul style="list-style-type: none"> Near Miss. No treatment required. 	<ul style="list-style-type: none"> First-Aid treatment (e.g. minor cuts, bruises, bumps) 	<ul style="list-style-type: none"> Medical treatment Lost time of >3 working days. 	<ul style="list-style-type: none"> Serious injury/ medical treatment. Hospitalisation. Lost time (RIDDOR) 	<ul style="list-style-type: none"> Loss of life. Permanent disability.
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.		5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.		4.	Likely	L-4	M-8	H-12	VH-16	VH-20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.		3.	Possible	L-3	M-6	M-9	H-12	VH-15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.		2.	Unlikely	L-2	L-4	M-6	M-8	H-10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.		1.	Rare	L-1	L-2	L-3	L-4	M-5