

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

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Employees	<ul style="list-style-type: none">• Staff put at risk through unsafe working environment	MEDIUM	<ul style="list-style-type: none">• Health and Safety Policy in place and reviewed as required.• Lone Working Policy and risk assessment in place, both reviewed annually• 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.• Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates.• 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.• Peninsula Business Safe system used to store risk assessments and offer professional support and guidance when required.• Employers liability insurance in place.• Equipment and machinery regularly maintained as per manufacturer specification with documented maintenance records.• Budget for identified training needs in place.• Town Council Asset register in place. Reviewed and updated 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	AUTUMN 2024
	<ul style="list-style-type: none">• Staff put themselves and others at risk through inappropriate working practices	MEDIUM		
	<ul style="list-style-type: none">• Staff not fulfilling the roles to which they have been appointed	MEDIUM		

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			<p>reporting and all related health and safety 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.	
<p>Buildings (General)</p>	<ul style="list-style-type: none">• Public / staff at risk through use of unsuitable / unsafe buildings and working practices	<p>MEDIUM</p>	<ul style="list-style-type: none">• Council owned property inspected regularly.• 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 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.• All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.	<p>AUTUMN 2024</p>

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Computer Systems / ICT Failure	<ul style="list-style-type: none">Services at risk. Loss of data and valuable records.	LOW	<ul style="list-style-type: none">All data and systems continually backed up.Business interruption insuranceICT 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 Portable Appliance Testing certification by certified contractor as/if required.	AUTUMN 2024
Vehicles	<ul style="list-style-type: none">Public / staff at risk through use of unsuitable / unsafe vehicles	MEDIUM	<ul style="list-style-type: none">Vehicles inspected daily prior to use, using inspection proforma, accessible via mobile phone. All reports saved 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.	AUTUMN 2024

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			<ul style="list-style-type: none">• 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.	
Equipment (General)	<ul style="list-style-type: none">• Public / staff at risk through use of unsuitable / unsafe equipment	MEDIUM	<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.• Town Council Asset register in place. Reviewed and updated as required.• MTC equipment contains a unique Asset tag number.• Equipment replacement budget in place.• Employee 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.	AUTUMN 2024

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			<ul style="list-style-type: none">• All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.• Risk assessments in place and updated.	
Play Areas	<ul style="list-style-type: none">• Public at risk through use of unsuitable / unsafe equipment	MEDIUM	<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.	AUTUMN 2024
Cemetery	<ul style="list-style-type: none">• Public / staff at risk if site is unsafe or through unsafe buildings and working practices	MEDIUM	<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.	AUTUMN 2024

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	<ul style="list-style-type: none">• Future service at risk due to limited available space at existing facility	HIGH	<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	<ul style="list-style-type: none">• Public / staff at risk through use of unsuitable / unsafe buildings and working practices	MEDIUM	<ul style="list-style-type: none">• Employee insurance/public liability insurance.• Risk assessments in place and updated as required.• Out of hours contact information is current, reviewed and updated as required.	AUTUMN 2024

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	<ul style="list-style-type: none">Public / staff at risk through use of unsuitable / unsafe equipment	MEDIUM	<ul style="list-style-type: none">Security and fire alarm systems in place and regularly maintained.All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.One year extension to existing lease negotiated 2024.Offices Task and Finish Group established with ongoing investigation to identify permanent premises.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.	
	<ul style="list-style-type: none">Future service at risk due to short term lease in place on existing offices	HIGH		
Community Building	<ul style="list-style-type: none">Risk of underutilisation of facility	MEDIUM	<ul style="list-style-type: none">Significant customer base established. Promotion officer appointed to manage facility.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.	AUTUMN 2024
	<ul style="list-style-type: none">Ongoing costs higher than expected	MEDIUM		
	<ul style="list-style-type: none">Risk to potential users of the facility	LOW		

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			<ul style="list-style-type: none">• 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 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.	
Public Conveniences	<ul style="list-style-type: none">• Public at risk through use of unsuitable / unsafe buildings	MEDIUM	<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.	AUTUMN 2024

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	<ul style="list-style-type: none">Public / cleaning staff at risk through unsafe working practices	MEDIUM	<ul style="list-style-type: none">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.	
	<ul style="list-style-type: none">Reputational loss due to poorly maintained facilities	MEDIUM		
Allotments	<ul style="list-style-type: none">Public at risk from unsafe facilities or through inappropriate / unsafe practices carried out by other users.	MEDIUM	<ul style="list-style-type: none">Buildings insurance/public liability insurancePlot 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.Operations Advisory group meetings take place regularly	AUTUMN 2024

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