



## **Axbridge Town Council**

### **Risk Assessment and Management (Appendix E of Standing Orders)**

**Areas covered by document:**

**Finance  
Places  
Assets  
Procedures  
People**

**Last Updated: August 2024**

**Axbridge Town Council  
Risk Assessment and Management**

Area	Risk	Level (H/M/L)	Management
<i>Finance:</i>			
Precept	Budget/precept not set	L	RFO diary action to produce report and reminder to A&F.
	Not submitted	L	RFO diary action, A&F monitor
	Not paid by SC	L	RFO monitors. Financial Reserves policy.
Loans	Missed repayment	L	Direct debit arrangement
	Grant for Changing Rooms repayment not received	L	Reserves will cover amount expected from grant.
Cemetery	Invoices to undertakers missed	L	RFO checks monthly against burial records
	Returns to Registrar late or missed	L	RFO diary action
Allotments	Allotment allocation error	L	Register checked by appointed councillor or CAO member
	Invoices to holders late or incorrect	L	RFO diary action Checked against register by A&F
Grants to Council	Application not made	M	RFO diary action/A&F monitors
	Grant not received	L	RFO monitors
Funds	Funds and interest management poor	L	Policy review by A&F annually
Audit	Procedures not followed	M	A&F monitors
Employees' Salaries	Incorrect rate and/ or hours	M	A&F monitors from accounts summary reports
Cheque payments	Incorrect payee or amount	M	Regular checks by Councillors as per Financial Regulations
Capital expenditure	Unsatisfactory goods or service	M	Vet potential suppliers. Legal redress through NALC
Grants by Council	No Power to make	M	Clerk to identify statute
	Not Bona fide organisation	M	Obtain and check accounts and constitution Full council approval
Insurance	Incorrect/inadequate cover, non payment	H	RFO diary action, annual review by A&F
VAT	Not claimed or received	M	RFO diary action to claim 3 monthly. A&F monitors

<i>Places:</i>			
Axbridge Town Car Park	All risks associated with managing and use of the car park	H	Insurance. Inspection by Councillors and employees.
Moorland Street Car Park	All risks associated with managing and use of the car park	H	Insurance. Inspection by Councillors and employees.
Children's Play Area	Accident or fall	M	Annual inspection by external body. Weekly inspection by council employee Regular inspections recorded Insurance.
Changing Rooms	Damage/Fire	M	Insurance Regular Inspection by manager.
	Legionnaires infections	M	Routine checks
	Illness from cleaning materials	M	Correct storing and labelling of products.
	Electric shock from apparatus.	L	PA testing every two years and visually checked regularly.
Public Conveniences Moorland St.	Slip and trip hazards for users and cleaners – possible injury	M	Warning signs
	Vandalism or Fire – possibly injury to users	M	Regular inspections
	Trapped fingers under toilet seat or in door	M	Warning signs
	Locked in toilet – distress	M	Locks routinely checked by council appointed operatives
	Illness from cleaning materials	M	Correct storing and labelling of products.
Allotments	Personal Accident	L	Inspection by appointed Councillor. Insurance.
Cemetery	Personal accidents	L	Inspection by appointed Councillor Insurance
	Damage to buildings, fences, gates	L	Insurance
	Grave allocation error	M	Burial Register kept up to date and checked by CAOS
	Unidentifiable grave or plot	M	All graves without headstones identified from Burial Register. All reserved plots identified by a “Reserved” plaque.
	Grave dug in wrong place or to incorrect depth/current regulations.	L	To be dug in accordance with Cemetery Rules adopted by Council and all relevant paperwork completed.

	Toppling headstone	L	Stability of all headstones assessed every two years. Reported and minuted.
	Unsafe working in cemetery	L	Work in accordance with Cemetery Rules adopted by Council.
Office, Church Rooms	Unsatisfactory Health and Safety standards for employees and visitors	M	Health and Safety assessed annually and when key changes are made.
	Health problems due to Environment and Display Screen Equipment	M	Environment and Display Screen Equipment Assessment Tool will be employed annually in accordance with advice note (covers space, lighting, power, noise, temperature and humidity and DSE)
	Personal Injury from use of Office Equipment	M	Chair, desk, footstool and keyboard provided to minimise injury. Employees to take regular breaks away from the screen. Employees to have annual eye test if requested. PA testing every two years and visually checked regularly.
	Dangerous Equipment	L	No machinery – only office equipment.
	Trip Hazards	L	Cables routed away from walking routes.
	Personal Safety	M	Medical issues which would affect work to be raised with the employer. Female employees to carry rape alarm when leaving the office after dark. Employees to advise Mayor if working in the office outside usual/agreed hours.
	Working alone	M	Lone working policy reflected in Contract of Employment
	Unauthorised access to Church Rooms and office	M	Main door locked when in office and the Church Rooms not in use.
	Fire or major incident (Access and Exit )	M	Fire Risk Assessment regularly carried out by the Parochial Church Council – and made available to Council. Access and Exit routes defined as ---Front door (ground floor) ---Fire escape (first floor landing)
Violence from visitors	L	Front door locked so no unexpected visitors. Church Rooms used at regular intervals. Doorbell will warn of visitors who are greeted downstairs (with chain on door if rooms not in use) before being invited to the building. Appointments to be recorded in diary.	

			Clerk to have mobile phone and be aware of emergency numbers. Any incidents to be logged and reported to the Mayor.
<b>Assets:</b>			
Computer hardware and software	Loss of data or access to data.	M	Automatic backups held remotely. Mayor and Deputy Mayor to hold access passwords and details of where data is stored in the event of unavailability of such information.
	Malfunction of or damage to hardware	M	Repair locally or re-purchase at short notice, in conjunction with regular data backup and retention of installed software for re-installation.
	Need to re-install software	M	Software CDs to be kept securely in fire safe
	Unauthorised access to sensitive data	L	Password-protected PC access using a "strong" password, and password-protected screen-saver. Confidential documents to be password-protected. No sensitive data to be stored on removable magnetic media or emailed. User to log off when not using the PC.
	Interruption to critical work due to system failure	M	Ability to re-instate backed-up files to another PC for temporary use. Access to webmail from another PC.
	Threat from virus or other attack	M	Use of up-to-date anti-virus software and use of firewall. Install updates to operating system regularly.
Important documents and paper records	Loss due to fire or theft	L	Stored in locked fire-safe. One set of keys to be kept by clerk and one by Mayor.
Bus shelters & seats	Damage, personal injury.	M	Insurance. Regular inspection, cleaning and maintenance.
Trees	Personal injury or damage to property	M	Maintain Log of all trees and their condition. Procedure in standing orders. Regular inspection by qualified person
<b>Procedures:</b>			
General	Incorrect/illegal procedures or actions	M	SALC membership for advice and legal services.
Meetings	Failure to advertise or notify councillors correctly	L	Chairman checks procedures in line with Standing Orders.
Events	General	M	Specific risk assessment carried out before event

	Illness due to food or drink supplied at event	M	Check caterer's hygiene and insurance certificates.
Contracts	Accidents	L	Ensure copy of suppliers' current insurance certificates received.

<b>People:</b>			
Clerk's duties	Loss or illness of clerk	M	Monitoring of performance, contract and job description by designated committee including annual review. Training. Councillors available with appropriate skills.
	Fraud	L	Fidelity insurance, level of cover agreed with auditors.
Councillors	Liabile/ Slander	L	Standing Orders, Insurance
Meetings	Inaccessibility of venues. Disabled persons needs not available.	M	Clerk or Chairman of meeting to assess suitability of venue and needs of disabled people to comply with legislation.
	Venue unsafe for those attending.	M	Clerk or Chairman of meeting to assess safety of venues. Premises fire risk assessments to be obtained.
Site meetings	Road accident	M	All councillors and employees supplied with visibility jackets.
Exceptional weather	Snow and/or ice affecting transport and access to local facilities	M	Clerk to follow Action Plan.

A&F = Town Council Administration and Finance Advisory Group  
 CAOS = Town Council Cemeteries, Allotments and Open Spaces Advisory Group  
 SC = Somerset Council  
 L&R = Town Council Leisure and Recreation Advisory Group  
 SALC = Somerset Association of Local Councils  
 RFO = Responsible Financial Officer

**Adopted by Council on 12 August 2024 (minute 66.24(f) refers)**  
**Reviewed by Admin and Finance Advisory Group: 5 August 2024**