



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<b><u>Cemeteries/Churchyards</u></b>									
70	Physical	Personal injury	<p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained tools are available as appropriate.</p> <p>Ensure that all appropriate disclaimer notices, warning signs etc. are in place.</p> <p>Ensure that any risks to the public are minimized and eliminated wherever possible.</p> <p>Maintain records of training.</p> <p>Maintain records of any injuries.</p> <p>Ensure adequate insurance cover held.</p> <p>Define responsibility in job descriptions etc.</p>	Medium Medium	4	Review current training records, provide inventory of PPE, issue of PPE in line with health and safety advice from work nest and as recognised in general risk assessment.	Helen Morton	31/03/2027	<input type="checkbox"/>
<b><u>Financial Management</u></b>									
347	Financial	Poor Financial Management	<p>Robust council awareness of reserve levels prior to revenue and capital programming, due to the depletion of capital and earmarked reserves due to an increase in project objectivity and assets.</p> <p>Determine responsibility for the management of the financial affairs of the council.</p> <p>Maintain and review Standing Orders/Financial regulations.</p> <p>Maintain an effective budgetary control/financial reporting system.</p> <p>Maintain an effective internal audit.</p>	Medium Medium	4	Standing orders and financial regulations are reviewed annually. The RFO oversees council finances, with monthly financial monitoring. The MTFP is reviewed and approved annually to support budgets. Internal audits are carried out	RFO	31/03/2027	<input type="checkbox"/>



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<b>Land</b>									
413	<b>Environmental</b>	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	<b>Medium</b> <b>Medium</b>	4	Regular inspections to take place. Close liaison with Police and Community response for persistent problems. Ongoing	Fay Powell	31/03/2027	<input type="checkbox"/>
<b>Play Areas</b>									
0	<b>Financial</b>	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	<b>Medium</b> <b>Medium</b>	4	work in line with the adopted play strategy and ensure budget setting process identifies need for income need.	Fay Powell	31/03/2027	<input type="checkbox"/>
<b>Public Conveniences</b>									
294	<b>Environmental</b>	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	<b>High</b> <b>High</b>	9	Regular inspections to take place with service partners (pending conclusion of 2026 tender exercise). Close liaison with Police and Community response for persistent problems with known users. Ongoing	Fay powell	31/03/2027	<input type="checkbox"/>
<b>Social Media Accounts</b>									
0	<b>Professional</b>	Being misquoted	Contact the media outlet straight away and asking them to change the article before it goes to print. Encourage media outlets to speak with Town Clerk to avoid in correct information being quoted.	<b>Medium</b> <b>Medium</b>	4	Adopted new policies with regards to Social Media useage, both internally (including Councillors) and externally (Social audience) with our External House rules.	Warren Parker-Mills	31/03/2027	<input type="checkbox"/>

**Tourism - VIC**



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	<b>Financial</b>	Failure to generate income due to reduced shop capacity	The Main VIC function was moved to 32 Waterloo Street in July 2024, in order to support the satellite VIC function at the waterpark. Ensure Key Performance Indicators (KPIs) are being monitored. Take action where performance is not on target. Ensure adequate marketing to assist location finding.	<b>Medium</b> <b>Medium</b>	4	Review partnership programme to ensure it meets the terms of economic growth	Warren Parker-Mills	31/03/2027	<input type="checkbox"/>

No of issues listed: 7

Submitted to council: \_\_\_\_\_

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Cllr Martin Williams (Town Mayor) \_\_\_\_\_

Signed by responsible Finance officer - Helen Morton - Directo \_\_\_\_\_

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked) (not recorded on LCRS .