LCRS 5. Risks report **Allotments**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To maintain an up to date register of allotment holders.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
49	Administration/ Legal	Maintenance of Allotment Register	Ensure that under the devolved powers in service level agreement with allotment club - Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Annually	Low	Low	1	
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure that under the devolved powers in service level agreement with allotment club - Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	Low	1	
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Annually	Low	Low	1	
52	Environmental	Accumulation of rubbish	Ensure that under the devolved powers in service level agreement with allotment club - Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Annually	Low	Low	1	

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LCRS 5. Risks report **Allotments**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To minimize vandalism

Aim = Need to secure against theft & vandalism

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
311	Environmental	Vandalism of sites	Ensure that under the devolved powers in service level agreement with allotment club - Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites. Liaison with local policing teams in the areas affected.	Quarterly	Low	Low	1	
53	Environmental	Dumping/Hazardous substances	Ensure that under the devolved powers in service level agreement with allotment club - Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Quarterly	Low	Low	1	
448	Environmental	Vandalism	Ensure that under the devolved powers in service level agreement with allotment club - Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate.	As and when	Low	Low	1	
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditons of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	Annually	Low	Low	1	

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LCRS 5. Risks report **Allotments**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To maintain adequate water supply and minimise

Aim = As necessary to maintain water supply and eliminate waste.

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
301	Environmental	Loss / Damage to water supply	Define responsibility for maintenance of water supply. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	As and when	Low	Low	1	
215	Environmental	Build up of non-compostable rubbish	Ensure that under the devolved powers in service level agreement with allotment club - Enforce controls in tenancy agreement. Make arrangements for removal. Consider provision of skip facility.	Quarterly	Low	Low	1	
214	Environmental	Untidy Plots	Ensure that under the devolved powers in service level agreement with allotment club - Define responsibility Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liase where appropriate with allotment society.	Quarterly	Low	Low	1	
445	Physical	Personal injury	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment including asbestos.	Annually	Low	Low	1	
212	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.	As and when	Low	Low	1	

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LCRS 5. Risks report **Allotments**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To ensure that all equipment is properly secured and

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
58	Physical	Uncontrolled equipment.	Ensure that under the devolved powers in service level agreement with allotment club - Enforce provisions of of tenancy agreement. Review position by regular visits to sites. Liaise with allotment society.	Quarterly	Low	Low	1	
60	Physical	Security	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are place to safeguard council assets. Ensure maintenance of fencing.	Annually	Low	Low	1	
59	Physical	Maintenance of council owned equipment	Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **16** Average score: **1.0**

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LCRS 5. Risks report

Bar and Café Services - Weston Museum

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements for service provision

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Absence of Licences	Determine responsibility for obtaining licences. Maintain adequate records of license application, renewal etc.	Annually	High	Low	3	
0	Administration/ Legal	Health & Safety	Ensure health/safety testing complete.	Annually	Low	Medium	2	
0	Financial	Failure to collect income	Define responsibility for collection of income. Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking and cash handling	Monthly	Medium	Low	2	
0	Financial	Stock Control	Define responsibility for stock control. Consider appointment of professional stocktaker where appropriate. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Arrange internal audit testing.	As and when	Low	Low	1	
0	Financial	Till Control	Issue detailed instructions to catering staff. Clear tills at day end. Complete cashing up records. Reconcile cash to till record and investigate differences. Arrange alternative procedures for loss of till function. Carry out internal aduit/spot checks.	As and when	Low	Low	1	
0	Physical	Fire safety	Ensure health/safety testing complete. Ensure appropriate staff training. Provide for strcit security/control of combustible materials, in line with COSHH regulations. Provide appropriate extinguishers etc. Ensure appropriate signage in place Ensure appropriate regulations/controls in hire documentation.	As and when	Low	Low	1	

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LCRS 5. Risks report

Bar and Café Services - Weston Museum

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements for service provision

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Security	Define policy for security of staff, premises and equipment. Allocate responsibility for security/control.	As and when	Low	Low	1	
0	Professional	Staff training	Arrange training programme for all catering staff and volunteers. Issue detailed instructions. Maintain training records.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **8** *Average score:* **1.5**

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LCRS 5. Risks report

Bar Services - Blakehay Theatre

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requriements for service provision

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Health and Safety	Ensure health/safety testing complete	Annually	Low	Low	1	
0	Administration/ Legal	Absence of Licences	Deterine responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Annually	Low	Low	1	
0	Financial	Failure to collect income	Define responsibility for collection of income. Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking and cash handling.	Annually	Low	Low	1	
0	Financial	Stock Control	Define responsibility for stock control. Consider appointment of professional stocktaker where appropriate. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Arrange internal audit testing.	As and When	Low	Low	1	
0	Financial	Till Control	Issue detailed instructions to bar staff. Clear tills at every function. Complete cashing up records. Reconcile cash to till record and investigate differences. Arrange alternative procedures for loss of till function. Carry out internal aduit/spot checks.	As and when	Low	Low	1	
0	Physical	Fire Safety	Ensure health/safety testing complete. Ensure appropriate staff training. Provide for strcit security/control of combustible materials, in line with COSHH Regulations. Provide appropriate extinguishers etc. Ensure appropriate signage in place Ensure appropriate regulations/controls in hire documentation.	As and when	Low	Low	1	

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LCRS 5. Risks report

Bar Services - Blakehay Theatre

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements for service provision

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Security	Define policy for security of staff, premises and equipment. Allocate responsibility for security/control.	As and when	Low	Low	1	
0	Professional	Staff Training	Arrange training programme for all casual/bar staff. Issue detailed instructions. Maintain training records.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **8** Average score: **1.0**

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LCRS 5. Risks report **Bus Shelters**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide and maintain shelters

Requirement = To ensure that the council has adequate insurance cover

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
97	Administration/ Legal	Provision of adequate insurance cover	Ensure that all risks are reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Annually	Low	Low	1	
89	Administration/ Legal	Absence of Highway Authority Licence.	Maintain register of licence requirements. Carry out periodical review..	Annually	Low	Low	1	
115	Environmental	Design & Position	Ensure that design of all shelters is in keeping with architectural values of the council. Ensure that shelters are properly sited.	As and when	Low	Low	1	
87	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where approprate to ensure that set standards are maintained.	Monthly	Low	Low	1	
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	As and When	Medium	Low	2	
102	Physical	Maintenance of Bus Shelters	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Quarterly	Medium	Low	2	

Completed by: **Date:** **Position:**

No of risks scored **6** *Average score:* **1.3**

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LCRS 5. Risks report

Cemeteries/Churchyards

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To ensure that the assets of the council are properly

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
67	Environmental	Maintenance of Cemetery including grasscutting.	Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place, whilst considering the new rewilding approach. Ensure that any contracts for cemetery maintenance are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Annually	Low	Low	1	
63	Environmental	Dog fouling	Consider banning dogs from cemeteries Provide bags/receptacles for dog waste. Ensure appropriate signs in place. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs where a problem.	Weekly	Low	Low	1	
69	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	As and when	Low	Low	1	
75	Financial	Failure to collect charges	Define responsibility for collection of cemetery income. Prepare debtor accounts promptly. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for issue of reminders for unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off of any bad debts.	Annually	Low	Low	1	
71	Financial	Failure to review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Low	1	

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LCRS 5. Risks report

Cemeteries/Churchyards

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To minimise risk of loss.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
55	Financial	Failure to bank income	Define responsibility for prompt banking of income received. Provide for regular statement of income to council/committee Provide for internal audit testing of income banked against underlying records	Annually	Low	Low	1	
72	Physical	Headstones/kerbstones safety survey	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover in place.	Annually	Low	Low	1	
73	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Bar burning of rubbish/cemetery waste.	Annually	Low	Low	1	
74	Physical	Theft	Define responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Maintain register of assets. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	

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LCRS 5. Risks report

Cemeteries/Churchyards

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To minimize the risk of personal injury to persons using

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
70	Physical	Personal injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Ensure adequate insurance cover held. Define responsibility in job descriptions etc.	As and When	Medium	Medium	4	Yes
444	Physical	Maintenance of buildings	Define responsibility for property maintenance. Carry out/arrange regular inspection of all buildings. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	
77	Physical	Failure of Water Supply	Ensure that all damage to water supply is promptly reported and dealt with. Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue.	As and when	Low	Low	1	
66	Physical	Security/control of equipment	As under General Risk Assessment, provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register. .	Annually	Low	Low	1	
0	Physical	Loss arising from theft/misappropriation	Determine responsibility for stock control. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Provide for internal audit testing.	Annually	Low	Low	1	

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LCRS 5. Risks report

Cemeteries/Churchyards

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To properly control use/security of hazardous substances

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
64	Physical	Control of hazardous substances including certification for use etc.	As per COSHH Reguations: Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	
62	Physical	Maintenance of equipment	Define responsibility for equipment maintenance and ensure any necessary training is complete Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Annually	Low	Low	1	
90	Physical	Control of hazardous substances	As per COSHH regulations: Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records (onsite and in Vans)	Monthly	Low	Low	1	
86	Physical	Security of cemeteries and buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **18** Average score: **1.2**

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LCRS 5. Risks report

Climate Change/ Environmental Factors

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = n/a

Requirement = To ensure staff are able to work safely

Aim = To safeguard against negative impact of extreme weather

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Temperature increase/decrease beyond workable levels	Ensure staff aware of procedures for working in hot and cold weather and limited exposure where possible. Should the weather become too extreme to work in, consider inforcing closure and encourage home working.	As and when	Medium	Low	2	
0	Environmental	floods and/or storms	Insure adequate insurance cover. Follow health and safety procedures regarding potential risk	As and when	Low	Medium	2	
0	Financial	Adapted procedures and equipment (in order to tackle climate change) becoming obsolete or inaffective.	Research climate change initiatives and adaptations before committing to ensure sensible approach. Avoid making unnecessary chnages from obsolete equipment unless potential impact substantial. Ensure climate considerations are done in line with service provision, taking into consideration managers suggestions.	As and when	Low	Medium	2	
0	Physical	Vandalism/arson of tree stock	Ensure tree management programme and officer is in place to care for tree stock. Arrange regular monitoring of trees. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Annually	Low	Medium	2	

Completed by: **Date:** **Position:**

No of risks scored **4** Average score: **2.0**

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LCRS 5. Risks report **Clocks**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide public clocks

Requirement = To ensure that all risks are adequately covered

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
103	Administration/ Legal	Provision of adequate insurance cover	Ensure that all risks are reviewed annually. Ensure that appropriate insurance cover is in place.	Annually	Low	Low	1	
101	Administration/ Legal	Loss of facility through absence of clock winder	Appoint clock winder at agreed remuneration. Ensure adequate training provision. Arrange for relief provision where appropriate.	As and when	Low	Low	1	
116	Financial	Inadequate budget Provision	Ensure that anticipated costs are adequately provided for in Budgetary process. Council approval for any for any unexpected expense to be met from reserves/virement.	Annually	Low	Low	1	
108	Physical	Security of Clock	Define responsibility for security. Ensure sound arrangements in place.	Annually	Low	Low	1	
109	Physical	Maintenance of Clock	Define responsibility for maintenance. Ensure that contractor has any necessary insurance cover. Ensure appropriate maintenance is carried out. Maintain proper records of work done.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **5** Average score: **1.0**

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LCRS 5. Risks report

Code of Conduct

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Duty to adopt a code of conduct

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
356	Administration/ Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Collate appropriate registers to send to District Council.	Quarterly	Low	Medium	2	
0	Professional	Reputional impact of breaches of code of conduct	Offer appropriate training to new Councillors. Maintain and review member/officer protocol.	Annually	Low	Medium	2	

Completed by: **Date:** **Position:**

No of risks scored 2 Average score: 2.0

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LCRS 5. Risks report **Computing**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain security of computer

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Annually	Low	Low	1	
0	Physical	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed	Annually	Low	Low	1	
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Monthly	Medium	Medium	4	*Yes*

Completed by: **Date:** **Position:**

No of risks scored **3** Average score: **2.0**

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LCRS 5. Risks report

Council Meetings

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Access	Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public.	As and When	Low	Medium	2	
455	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover.	Annually	Low	Low	1	
454	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Medium	2	

Completed by: **Date:** **Position:**

No of risks scored **3** Average score: **1.7**

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LCRS 5. Risks report

Council Property and Documents

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Duty to disclose documents and to adopt publication scheme

Requirement =

Aim = None

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.	Annually	Low	Low	1	
312	Physical	Loss / Damage to Civic Regalia	Maintain and update a Register of Assets Ensure that the council has adequate insurance against damage and theft. Ensure that proper security/storage is in place. Ensure that users are aware of their responsibility when regalia is in their care. Ensure that Civic Regalia in suitably maintained and cleaned. Ensure that the Civic Regalia is collected and returned under secure conditions	Monthly	Low	Low	1	
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Annually	Low	Medium	2	
313	Professional	Failure to effectively process documents	Allocate responsibilty for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing.	Daily	Low	Medium	2	

Completed by: **Date:** **Position:**

No of risks scored **4** *Average score:* **1.5**

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LCRS 5. Risks report

Crime Prevention - CCTV

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Powers to spend money on various crime prevention

Requirement = To minimize risk of service loss.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to provide for tapes	Ensure that under the devolved powers in service level agreement with North Somerset Council - Ensure that responsibility for supply is determined. Provide for an emergency supply.	Annually	Low	Low	1	
0	Administration/ Legal	Data Protection - Registration & compliance	Ensure that under the devolved powers in service level agreement with North Somerset Council - Arrange for any necessary D P Registration. Ensure that personnel are aware of compliance requirements. Arrange necessary training.	Annually	Low	Low	1	
0	Administration/ Legal	Failure to comply with Code of Practice	Ensure that under the devolved powers in service level agreement with North Somerset Council - Ensure that where appropriate operatives are aware of code requirements Provide for necessary training	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that under the devolved powers in service level agreement with North Somerset Council - Ensure that service/facility requirements are detailed in budget process.	Annually	Low	Low	1	

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LCRS 5. Risks report

Crime Prevention - CCTV

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Powers to spend money on various crime prevention

Requirement = To minimize risk

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Failure of system - equipment	Ensure that under the devolved powers in service level agreement with North Somerset Council - Define responsibility for use and control. Provide for any necessary training and regular testing. Ensure that proper maintenance contracts are in place. Make provision for urgent repairs. Maintain proper records.	Annually	Low	Low	1	
0	Physical	Security of equipment	Ensure that under the devolved powers in service level agreement with North Somerset Council - Define policy for security of premises and equipment Define responsibility for security/control of equipment. Maintain asset register.	Quarterly	Low	Low	1	
0	Physical	Security of control room operations	Ensure that under the devolved powers in service level agreement with North Somerset Council - Determine policy for control room operations. Allocate responsibility for security/control of premises. Arrange appropriate staff training. Maintain liaison with local enforcement agencies.	Quarterly	Low	Low	1	
0	Physical	Vandalism	Ensure that under the devolved powers in service level agreement with North Somerset Council - Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Low	1	

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LCRS 5. Risks report

Crime Prevention - CCTV

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Powers to spend money on various crime prevention

Requirement = Maintain security of equipment

Aim = Ensure effective controls in place

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Technical	Unauthorised use of equipment	Ensure that under the devolved powers in service level agreement with North Somerset Council - Maintain security of system Set up password authorisation to restrict access.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **9** Average score: **1.0**

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LCRS 5. Risks report **Data Protection**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Requirement = To ensure that statutory requirements are met.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	*Risk*	*Hazard*	***Control***	***Review timing***	***Likelihood of occurrence***	***Impact on Council***	***Risk Value***	***Your action required (> 3)***
37	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	As and When	Low	Medium	2	

Completed by: ***Date:*** ***Position:***

No of risks scored **1** *Average score:* **2.0**

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LCRS 5. Risks report

Employment of Staff

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills it's responsibilities.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employess Review all Employment Related Policies Awareness of new legislation. Arrange the necessary training to fulfil requirements	Annually	Low	Low	1	
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Annually	Medium	Medium	4	Yes
361	Professional	Inability to recruit	Review recruitment policy.	As and when	Medium	Medium	4	Yes
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Quarterly	Medium	Medium	4	Yes
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Annually	Medium	Low	2	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	Medium	2	
352	Professional	Attacks on Personnel	Ensure that an effective security sytem is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.	Monthly	Low	Low	1	

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LCRS 5. Risks report

Employment of Staff

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To protect staff.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	*Risk*	*Hazard*	***Control***	***Review timing***	***Likelihood of occurrence***	***Impact on Council***	***Risk Value***	***Your action required (> 3)***

Completed by: ***Date:*** ***Position:***

No of risks scored **7** *Average score:* **2.6**

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LCRS 5. Risks report

Entertainment and the arts
Blakehay Theatre

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Provision of entertainment and support of the arts

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Loss of data/ inability to access backup	Ensure that a back-ip copy of web content is held by a nominated provider and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	As and when	Low	Medium	2	
0	Administration/ Legal	Absence of key staff	Define responsibility for staff control Ensure that proper arrangements are in place to meet service requirements. Have arrangements in place for emergency cover.	Annually	Low	Low	1	
0	Administration/ Legal	Provision of adequate insurance cover	Carry out annual review of insurance to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers. Ensure that hirers have public liability insurance of up to 5 million, and retain copies of certificates.	Annually	Low	Low	1	
0	Administration/ Legal	Staff training	Determine council policy for training. Ensure that all staff receive appropriate training where necessary. Maintain records of training provided	Annually	Low	Low	1	
0	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Medium	Low	2	
0	Environmental	Noise pollution	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	As and when	Low	Low	1	

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LCRS 5. Risks report

Entertainment and the arts
Blakehay Theatre

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Provision of entertainment and support of the arts

Requirement = To minimize the risk of loss by theft/misappropriation.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Box Office controls	Determine policy and responsibility for box office security. Define responsibility cash handling procedures Ensure appropriate staff training. Maintain comprehensive records, ticket returns/reconciliation etc. Arrange periodical checks/internal audit.	Annually	Low	Low	1	
0	Financial	Failure to review rents and charges	Review all charges annually as an integral part of the budgetary process.	Annually	Low	Low	1	
0	Financial	Failure to collect rents & charges	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking. Issue tickets/receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any irrecoverable debts.	Annually	Low	Low	1	
0	Financial	Contractual arrangements with service providers- films, artistes etc.	Ensure that a signed contract is in place as pre requisite of service provision. Check/enforce contract conditions in interest of council.	As and when	Low	Low	1	
0	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register. .	Annually	Low	Low	1	

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LCRS 5. Risks report

Entertainment and the arts
Blakehay Theatre

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Provision of entertainment and support of the arts

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Pyrotechnics	Risk assessment provided by hirer 30 days before event, sent to insurers for review before permission is granted. Fully trained staff to ensure it is safe. Do not allow any pyrotechnics that does not have a safety zone. Theatre also provides general pyrotechnics risk assessment.	As and when	Low	Low	1	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council (COSHH) Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	Low	1	
0	Physical	Maintenance of equipment	Determine responsibility for use and control. Arrange contract maintenance for specialist equipment. Provide for any necessary staff training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	
0	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	
0	Physical	Security of buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	

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LCRS 5. Risks report

Entertainment and the arts
Blakehay Theatre

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Provision of entertainment and support of the arts

Requirement = To maintain security of council premises

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)

Completed by: ***Date:*** ***Position:***

No of risks scored **16** *Average score:* **1.1**

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LCRS 5. Risks report

Financial Management

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = Efficient financial administration

Aim = None

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. Reconcile claims to cashbook.	Quarterly	Low	Low	1	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Deputy Town Clerk. Arrange prompt payment of all sums due.	Quarterly	Low	Low	1	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.	Annually	Low	Low	1	
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promply recorded. Carry our periodical inventory checks.	Annually	Low	Low	1	
306	Financial	Loss of money through theft/misappropriation.	Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Monthly	Low	Low	1	

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LCRS 5. Risks report

Financial Management

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that the budget procedure is both efficient and

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
360	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year. Intorduction of Medium Term Financial Plan - more robust consultation during 2023/2024	Annually	Low	Low	1	
41	Financial	Failure to keep proper financial records	Define responsibility through appointment of Responsible Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Arrange for regular financial reports to committee/council	Monthly	Low	Low	1	
347	Financial	Poor Financial Management	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. Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	Annually	Medium	Medium	4	*Yes*
305	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force.	Annually	Low	Low	1	

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LCRS 5. Risks report

Financial Management

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice. All detail to be checked and payment entered into a cashbook. All payments to be approved by council. All cheques to be signed by at least two authorized members. Signatories to endorse cheque counterfoils and check payments against invoices. All expenditure to be the subject of sound budgetary control.	Monthly	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **10** Average score: **1.3**

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LCRS 5. Risks report **Gifts**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to accept

Requirement = To protect interest of council and members

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Failure to notify/record gifts	Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Annually	Low	Medium	2	

Completed by: **Date:** **Position:**

No of risks scored 1 Average score: 2.0

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LCRS 5. Risks report **Investments**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to participate in schemes of collective investment

Requirement = To maintain proper records.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
200	Administration/ Legal	Maintenance of Investment Register	Determine responsibility for maintenance of investment register. Maintain effective internal audit.	Annually	Low	Medium	2	
198	Financial	Inappropriate investment	Define policy and responsibility for investment of council funds. Record details/approval of all investments in council minutes. Ensure regular report to council	Monthly	Low	Low	1	
377	Financial	Financial Loss i.e. theft	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monitoring report to council.	Annually	Low	Low	1	
199	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **4** *Average score:* **1.3**

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LCRS 5. Risks report **Land**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to acquire by agreement, to appropriate, to dispose of

Requirement = To ensure that all assets of the council are properly recorded.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
25	Administration/ Legal	Maintenance of Asset Register	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded.	Annually	Low	Low	1	
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	Annually	Low	Low	1	
20	Environmental	Fly tipping	Define policy/responsibility for site control/security. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Weekly	Low	Medium	2	
21	Environmental	Maintenance of land including grass cutting	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Monthly	Low	Medium	2	
413	Environmental	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.	Annually	High	Medium	6	*Yes*
23	Financial	Inadequate budget provision	Ensure that all anticipated income/costs are provided for in Budgetary process.	Annually	Low	Low	1	

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LCRS 5. Risks report Land

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to acquire by agreement, to appropriate, to dispose of

Requirement = To ensure proper maintenance of council assets.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
428	Physical	Maintenance of furniture	Determine responsibility for maintenance and ensure that a planned programme is in place. Arrange for prompt repairs to damage. Ensure that any service contracts are properly signed and sealed. Enforce penalties for non performance.	Monthly	Low	Low	1	
230	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place.	Annually	Low	Low	1	
239	Physical	Public/Personal Injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Define responsibility in job descriptions etc. Ensure that the council holds adequate insurance cover.	Annually	Low	Low	1	
235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Monthly	Low	Medium	2	

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LCRS 5. Risks report **Land**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to acquire by agreement, to appropriate, to dispose of

Requirement = To maintain security of council assets

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
414	Physical	Unauthorised access/trespass	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders.	As and When	Medium	Low	2	

Completed by: **Date:** **Position:**

No of risks scored **11** Average score: **1.8**

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LCRS 5. Risks report

Litter and Dog Waste

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide receptacles; Duty to empty & cleanse those

Requirement = To Employ trained/experience personnel

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inefficient Service Provision	Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues. Arrange for issue of written contract of employment. Arrange issue of adequate protective clothing.	Monthly	Low	Low	1	
0	Environmental	Vadalism/theft/damage	Review security and monitor all areas on regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Weekly	Low	Low	1	
0	Environmental	Inapproppriate location of litter bins	Define council policy and plan for location of bins. Carry out periodic review.	Annually	Low	Low	1	
0	Environmental	Unauthorised Fly posting/nuisance	Define policy of fly posting. Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Medium	2	
0	Financial	Inadequate insurance cover	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review	Annually	Low	Low	1	
0	Physical	Failure to empty	Define responsibility for clearing bins. Implement effective programme. Ensure appropriate plans in place for emergency/overflow situation.	Weekly	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored 7 *Average score:* 1.1

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LCRS 5. Risks report

Meetings of the Council

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Duty to meet

Requirement = Ensure that provisions of the act are met

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Annually	Low	Low	1	
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibilty of the Council to the public	Annually	Low	Low	1	
36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Monthly	Low	Medium	2	
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.	Quarterly	Low	Medium	2	
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting, All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken and kept. Maintain attendance records.	Monthly	Low	Low	1	
0	Administration/ Legal	Access	Transfer of council meetings to digital platforms, ensuring accessibility for staff, councillors and members of the public.	Annually	Low	Medium	2	

Completed by: **Date:** **Position:**

No of risks scored 6 Average score: 1.5

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LCRS 5. Risks report

Newsletters

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide from 'free resource'

Requirement = To meet required standard

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
397	Administration/ Legal	Failure to meet minimum requirement for quality status	Arrange testing/ assessment of input to ensure that requirement is met.	As and When	Low	Low	1	
0	Administration/ Legal	Failure to meet statutory obligation re non - political content	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.	As and when	Low	Low	1	
251	Administration/ Legal	Defamation	Ensure that all input is subject to careful check. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held.	As and when	Low	Low	1	
0	Environmental	Failure to deliver and litter	Determine policy for distribution. Prepare written conditions for service providers. Test distribution arrangements. Take appropriate action against offenders.	As and When	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Low	1	
0	Physical	Non production of newsletter	Determine responsibiltiy for and ensure that all publication deadlines are met.. Ensure that all contracts with service provider signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Enforce contract conditions. Review conditions periodically.	As and When	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **6** Average score: **1.0**

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LCRS 5. Risks report **Open spaces**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain

Requirement = To faciltate control of facilities

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Absence of agreements with users, permits etc	Ensure that signed contracts/agreeements/permits are place where necessary. Maintain a register of users.	Annually	Low	Low	1	
433	Environmental	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Weekly	Medium	Low	2	
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders. Take action as appropriate against offenders.	As and When	High	Low	3	
320	Environmental	Pollution	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Monthly	Low	Low	1	
0	Financial	Failure to review charges	Ensure that all charges are reviewed as an integral part of the budgetary process.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually	Low	Medium	2	

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LCRS 5. Risks report **Open spaces**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain

Requirement = To maximise income and minimize risk of loss

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to collect all income due to the council	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing.	Monthly	Low	Low	1	
318	Physical	Stock control	Define responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	As and When	Low	Low	1	
315	Physical	Property Maintenance	Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete Staff employed or contract with service provider in place. Ensure all property is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Adhere to Town Council adopted and budgeted Pre Planned Maintenance programme.	Annually	Low	Low	1	

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LCRS 5. Risks report

Open spaces

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain

Requirement = To minimize the risk of personal injury to persons using

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
441	Physical	Personal injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Maintain detailed records. Ensure appropriate insurance cover in place.	Weekly	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **10** Average score: **1.4**

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LCRS 5. Risks report

Planning & Development Control

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Rights of consultation

Requirement = To meet consultation timetable

Aim = Ensure the reduction in antisocial behaviour is considered

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
202	Environmental	Failure to comply within consultation deadline	Ensure adequate number of Planning Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored 1 Average score: 1.0

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LCRS 5. Risks report **Play Areas**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To maintain a register of complaints/injuries and action taken

Aim = Complete complaint etc. register as required

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	Annually	Medium	Medium	4	*Yes*
0	Financial	Inadequate insurance cover	To include all relevant risks on the councils insurance policy	Annually	Low	Low	1	
0	Physical	Personal Injury	Define responsibility for regular inspection of play areas. Define responsibilty for and ensure regular inspection of play equipment & play surfaces Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	Daily	Low	Medium	2	

Completed by: **Date:** **Position:**

No of risks scored **4** *Average score:* **2.0**

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LCRS 5. Risks report

Provision of Office Accommodation

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To ensure proper financial provision.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure requirements included in annual budget process	Annually	Low	Medium	2	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	High	3	
349	Physical	Poor Office Conditions	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreeement.	As and When	Medium	Low	2	
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.	Monthly	Low	Low	1	
357	Technical	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records.	Quarterly	Low	Medium	2	

Completed by: **Date:** **Position:**

No of risks scored **5** Average score: **2.0**

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LCRS 5. Risks report

Provision of Website/Internet Access

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide from 'free resource'

Requirement = To ensure proper financial provision

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process	Annually	Low	Low	1	
348	Technical	Failure of Website/Internet Providers	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Annually	Low	Medium	2	

Completed by: **Date:** **Position:**

No of risks scored **2** Average score: **1.5**

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LCRS 5. Risks report

Public Conveniences

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
277	Administration/ Legal	Service level agreement with principal authority	Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	Annually	Low	Low	1	
261	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	As and When	Low	Low	1	
260	Administration/ Legal	Contract with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually	Low	Low	1	
294	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Weekly	High	High	9	*Yes*
292	Environmental	Pollution	Determine responsibility for control. Ensure that all equipment is properly maintained and operating correctly. Ensure that all drains etc. are properly maintained and fully functional. Carry out appropriate tests and maintain records. Have arrangements in place to deal promptly with any problems arising.	Daily	Low	Low	1	
295	Financial	Failure to achieve desired standard of cleaning/hygene	Define responsibility for cleanliness/hygiene of premises. Provide appropriate staff training. Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Daily	Low	Low	1	

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LCRS 5. Risks report

Public Conveniences

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To ensure proper financial provision.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
270	Financial	Inadequate budget provision	Ensure that service requirements are included in annual budget process.	Annually	Low	Low	1	
291	Financial	Failure to collect all income	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded Arrange prompt banking. Arrange appropriate internal audit testing.	Annually	Low	Medium	2	
284	Physical	Water supply	Define responsibility. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	Daily	Medium	Medium	4	*Yes*
280	Physical	Security	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Annually	Medium	Medium	4	*Yes*
282	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	
283	Physical	Hazardous substance control	Determine responsibility for use and control. Provide for any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **12** Average score: **2.3**

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LCRS 5. Risks report **Seats**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To minimise risk arising from use.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Injury or damage arising from use.	Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.	Annually	Low	Low	1	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls ahdhered to.	Annually	Low	Low	1	
0	Technical	Provision of inadequate public seating	Ensure that all applicants wishing to provide public seating are provided with a copy od the council policy. Inspect all seats prior to acceptance to ensure required standards are met.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **3** Average score: **1.0**

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LCRS 5. Risks report

Shelters & Seats

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To minimise risk arising from provision.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Provision of inadequate standard of seating.	Determine council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers. Ensure that all prospective donors are provided with copy of policy Carry out inspection of all seating prior to acceptance. Arrange secure installation.	Annually	Low	Low	1	
0	Environmental	Vandalism	Maintain liason with enforcement agencies. Determine policy for dealing with offenders.	Annually	Low	Low	1	
0	Technical	Inadequate maintenance of shelters & seats	Determine responsibility for maintenance of property. Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repairs and maintenance.	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored 3 *Average score:* 1.0

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LCRS 5. Risks report **Skatepark**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To ensure that proper records are maintained for hired

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
468	Administration/ Legal	Maintenance of equipment hire record	Ensure that the position of the council is fully protected through the completion of hire documentation that defines responsibility for injury, damage etc. Ensure that hire records are fully maintained. Periodically review conditions of hire to ensure compliance with legislation etc.	Annually	Low	Low	1	
0	Environmental	Inadequate Safety Signage	Ensure that a notice is displayed at the site providing minimum advice:- Location of nearest telephone and first aid facilities. Any restrictions of use i.e. equipment and age. Persons use facility only at their own risk. Users must wear appropriate protective clothing. No glass, dogs or achohol allowed on site. The maximum number of users at any one time.	Annually	Low	Medium	2	
0	Environmental	Vandalism	Take reasonable action to maintain security of site. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders.	Weekly	Medium	Medium	4	*Yes*
0	Financial	Legal Liability arising from asset ownership	Ensure that council's insurer is aware of facility provision. Ensure adequate cover is provided in policy. Carry out annual review.	Annually	Low	Medium	2	

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LCRS 5. Risks report **Skatepark**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To minimise risk

Aim = Monitor maintenance of site and equipment

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Injury to users arising from accident.	Determine responsibility for inspection of equipment. Consider biannual inspection by ROSPA. (as a condition of insurancer). Carry out regular inspection of equipment, surfaces and signage. Place any damaged equipment out of use until repair or replacement carried out. Maintain records of all inspections, reported damage and repairs/work ordered and completed. Maintain an Accident Book specifically for the purpose of reported accidents.	Weekly	Low	Medium	2	
0	Physical	General Health & Safety	Determine responsibility for inspection of site. Provide for any necessary staff training. Provide for appropriate protective clothing. Carry out regular inspections on a predetermined basis to clear site of litter & fly tipping. Inspect site for, and deal with, any dangerous/foul matter i.e. glass, needles etc. Maintain detail records of inspections which must be dated and signed.	Weekly	Medium	Low	2	

Completed by: **Date:** **Position:**

No of risks scored **6** Average score: **2.2**

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LCRS 5. Risks report

Social Media Accounts

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Obligation to make websites and mobile applications

Requirement = To ensure that statutory requirements are met.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Breach of purdah	Ensure that in the 6 weeks in the lead up to an election do not say or do anything to support any political party or candidate. Refer issues to the Town Clerk if unsure whether something breaches purdah.	As and when	Low	High	3	
0	Administration/ Legal	Sharing libellous information	Ensure Town Council is up to date on the latest legal regulations effecting social media.	Quarterly	Low	High	3	
0	Physical	Staff unequipped to deal with complex social media issues.	Offer training to members of staff who have access to social media platforms. Refer complex issues to Town Clerk. Ensure only a limited number of staff have access to social media platforms. Respond only when cleared with Town Clerk.	As and when	Low	Low	1	
0	Physical	Ex staff retaining log in information and posting personal views/offensive information	Ensure that all ex staff are removed as admin from the social media platforms. Ensure that if passwords were shared with ex staff, passwords are changed. Limit the number of staff with access to the social media platforms.	As and when	Low	Medium	2	
0	Professional	Admin site members posting on Town Council pages instead of their own	Restrict the number of employees who have access to social media accounts. Ensure training is in place if necessary for members of staff who are not familiar with certain social media platforms. Make sure staff members are aware of their personally accountablility.	As and when	Medium	Medium	4	*Yes*
0	Professional	Unable to reply quickly to negative information/messages/posts.	Ensure the nominated admin for social media pages has access externally to respond to posts if necessary. Make use of a automated messaging system to assure users that their queries will be dealt with as soon as possible.	As and when	Low	Medium	2	

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LCRS 5. Risks report

Social Media Accounts

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Obligation to make websites and mobile applications

Requirement = To ensure that statutory requirements are met.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Professional	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.	As and when	Medium	Medium	4	Yes

Completed by: **Date:** **Position:**

No of risks scored 7 Average score: 2.7

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LCRS 5. Risks report

Tourism - VIC

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to contribute to organisations encouraging tourism

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inappropriate funding applications	Determine procedures for dealing with grant/loan applications. Ensure that any conditions are adhered to. Carry out regular monitoring and review.	Annually	Low	Low	1	
0	Financial	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 satelite 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.	Quarterly	Medium	Medium	4	*Yes*
0	Physical	Inadequate budget provision	Ensure that service requirement is included in annual budget process	Annually	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored 3 *Average score:* 2.0

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LCRS 5. Risks report

Town and Country Planning

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Right to be notified of planning applications

Requirement = To meet consultation timetable.

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
204	Administration/ Legal	Failure to meet consultation deadlines	Ensure adequate number of Planning Committee meetings are arranged - 4 weekly Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Low	1	
211	Administration/ Legal	Maintenance of register/records	Determine responsibility for maintenance of register.	Monthly	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored **2** Average score: **1.0**

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LCRS 5. Risks report **Town Signs**

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to erect (with Highway Authority approval)

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to obtain necessary approval	Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway Authority.	As and when	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budget.	Annually	Low	Low	1	
0	Physical	Inadequate maintenance	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Quarterly	Low	Medium	2	
0	Physical	Vandalism	Carry out regular inspections of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Medium	Low	2	

Completed by: **Date:** **Position:**

No of risks scored **4** *Average score:* **1.5**

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LCRS 5. Risks report War Memorials

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to maintain, repair, protect and adapt war memorials

Requirement = To ensure annual service review

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
469	Physical	Inadequate budget provision	Review service provision within annual budget process.	Annually	Low	Low	1	
0	Physical	Inadequate maintenance.	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	
208	Physical	Vandalism	Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	As and When	Low	Low	1	

Completed by: **Date:** **Position:**

No of risks scored 3 Average score: 1.0

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LCRS 5. Risks report

Web Sites - All TC Websites

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Obligation to make websites and mobile applications

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Lack of visability of visitor numbers	Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting	Annually	Low	Medium	2	
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the council is listed as registant of website when web assress is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address.	Annually	Low	Low	1	
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status (as a final resort, web designers or host site can have access). Provide training where necessary to minimise risk	Annually	Low	Medium	2	
0	Administration/ Legal	Compliance with public sector regulations	Create an accessibility statement for the Town Council's website(s). Ensure all TC websites are WCAG compliant?	Annually	Low	Low	1	
0	Administration/ Legal	Website information/design outdated	Review Website against new legislation requirements.	Annually	Low	Low	1	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external websites.	Annually	Low	Low	1	
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	Low	1	
0	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.	Annually	Low	Low	1	

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LCRS 5. Risks report

Web Sites - All TC Websites

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Obligation to make websites and mobile applications

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	The placing of information on the website that may put people at risk	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals. Formulate and implement a policy that follows best practice guidelines to protect those involved.	As and when	Low	Medium	2	
0	Administration/ Legal	Non conformance with the data protection act	Where posting information to web site or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevent and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	As and when	Low	Low	1	
0	Administration/ Legal	Non compliance with Freedom of information act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the council model publication, is available via the clerk to the council and alternatively via the website.	Annually	Low	Low	1	
0	Administration/ Legal	Availability of software tools to build and manage site	Ensure that the council controls access of the necessary software including web-editor, FTP(file transfer tool), anti virus software, image management software and a word processor.	As and when	Low	Low	1	
0	Administration/ Legal	Content	Ensure all necessary content is specifically approved by the council. Pages are static apart from the event and blog pages to avoid issues. The website designer checks that we are still within regulations. The full town council website content was checked by the Town Clerk.	As and when	Low	Medium	2	

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LCRS 5. Risks report

Web Sites - All TC Websites

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Obligation to make websites and mobile applications

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Technical	Lack of visability of website to search engines	Ensure thst the site is registered with leading search engines (rapid registration is available at a cost). Update and change the front page of the site (and other pages) reguarly to ensure that the search engine spider regularly visits the site and updates their listing.	As and when	Low	Low	1	
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design and develop site. Maintain a record of all views, comments, complaints received. Carry out regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Annually	Low	Low	1	
0	Technical	Inadequate control of the website	Ensure in all circumstances where third party is invovled in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Annually	Low	Medium	2	
0	Technical	Risk arising from poor design/appearance of website	Ensure that design is undertaken by suitability qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	Low	Low	1	
0	Technical	Corruption or loss of website through previous members of staff retaining log in information	Ensure that users who can edit the website are removed as administrators when they leave employment at the council. Change passwords when necessary.	As and when	Medium	Low	2	
0	Technical	Third party communication breakdown/going bust	Insist upon handover notes between web page provider and third parties. Maintain contract with web page provider for maintenance and renewal with third parties	Annually	Low	Low	1	

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LCRS 5. Risks report

Web Sites - All TC Websites

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Obligation to make websites and mobile applications

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	*Risk*	*Hazard*	***Control***	***Review timing***	***Likelihood of occurrence***	***Impact on Council***	***Risk Value***	***Your action required (> 3)***

Completed by: ***Date:*** ***Position:***

No of risks scored ***19*** *Average score:* ***1.3***

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LCRS 5. Risks report

Weston Museum - Public buildings and Village hall

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide buildings for offices and for public meetings

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inadequate representation on management committee	Arrange appointment of council representatives as set out in management agreement. Arrange periodical reports on council agenda.	Annually	Low	Low	1	
0	Administration/ Legal	Maintenance of diary of events etc	Determine responsibility for maintenance of events diary. Completed booking/application for a prerequisite to facility hire. All applications to be cross referenced to account/receipt number and filed. Online booking system in place to monitor totoal number of ticket sales for events.	As and When	Low	Medium	2	
0	Administration/ Legal	Failure to obtain necessary licenses	Determine responsibility for obtaining licenses. Maintain adequate records of licence application, renewal etc.	Annually	Low	Low	1	
0	Administration/ Legal	Absence of service level agreements	Ensure that all service level agreemnents are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	Annually	Low	Low	1	
0	Environmental	Noise etc pollution	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in the budget process.	Annually	Low	Low	1	

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LCRS 5. Risks report

Weston Museum - Public buildings and Village hall

Weston-super-Mare Town Council

Assessment for year 2024 To 2025

Your Duty = Power to provide buildings for offices and for public meetings

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to collect income	Determine responsibility for collection of income. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.	Annually	Low	Medium	2	
0	Physical	Hazardous substances	Define responsibility for use and control. Provide any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licenses, certificates for use have been obtained. Ensure that security is sound. Esnure that any disposals are properly dealt with. Maintain proper records.	Monthly	Low	Medium	2	
0	Physical	Maintenance of building	Define responsibility for maintenance. Carry out regular inspections of all buildings Ensure that where appropriate proper contractual arrangements are in place, Arrange staff training where required. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	

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LCRS 5. Risks report

Weston Museum - Public buildings and Village hall

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Your Duty = Power to provide buildings for offices and for public meetings

Requirement =

Aim =

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Fire	Ensure Health/safety testing complete. Esnure appropriate staffing training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/control in hire documentation.	Monthly	Low	Medium	2	
0	Physical	Theft	Determine responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Provide for required staff training. Maintain register of assets. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	
0	Physical	Vandalism	Maintain efficient and effective security. Maintain liasion with local enforcement agencies. Take action as appropriate against offenders.	Annually	Medium	Low	2	
0	Physical	Security of premises and contents	Define policy for security of premises and equiptment Allocate responsibility for security/control of equipment. Maintain asset register.	Annually	Low	Medium	2	

Completed by: **Date:** **Position:**

No of risks scored **13** *Average score:* **1.5**

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