

PADDOCK WOOD TOWN COUNCIL RISK ASSESSMENT AND MANAGEMENT 2017

Area	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Protection of physical assets	L	Buildings insured. Value increased annually by RPI.
	Security of buildings, equipment etc	L	Alarms on all buildings. Serviced annually. Estates and Office Equipment marked with SMART WATER.
	Maintenance of buildings etc	L	Buildings currently maintained on an ad hoc basis. PAT testing carried out annually. Fixed appliance testing carried out every 5 years. Fire Extinguishers serviced annually. Consider a planned maintenance programme.
Finance	Banking	L	All funds held at NatWest Bank
	Business interruption	L	Insurance cover. Sum insured £20,000 for all premises (to cover relocating office). Loss of revenue £59,000. Computers backed-up to external hard drive and stored in fire proof safe.
	See separate Finance Risk assessment		
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. All damage investigated when reported/discovered outside of routine inspections Professional contractors used when required
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park)	M	Insurance in place. Twice Weekly checks of playgrounds and skate park. Written records kept. Fields walked by staff weekly, ponds checked twice weekly. Annual checks by independent auditor of playgrounds and skateboard park. Annual safety check of memorial stones carried out by Estates Manager. Professional stone mason contacted if any stones are cause for alarm. 5 year safety check on trees by qualified arboriculturalist.
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Employer Liability	Comply with Employment Law	M	Membership of SLCC & NALC. Clerk attends training courses. Annual review of all policy documents.
	Comply with HMRC requirements	L	Regular advice from HMRC and Sage. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	L	Access phone / camera fitted to restrict access to Podmore building. Risk assessments in place for regular routine work.
Legal Liability	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets once a month and receives and approves Minutes. Minutes made available to press and public at the Council Office and via the web site.
	Proper document control	L	Leases and legal documents held by the council's solicitors Warners, copies of documents in Clerk's office. Other data storage to comply with Data Protection Act. Retention of Documents and Data Protection Policy in place.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest forms completed, by all councillors and sent to TWBC. Members asked to review form annually.
Council Vehicles	Ensuring vehicles used in safe legal manner.	L	All vehicles fully comprehensively insured for all purposes, and for all staff and councillors. Estates Manager assesses driving standards for vans, mowers and tractors when a new member of staff joins the council. Driving licences checked when a new member of staff joins the council. Tax and MOT up to date. Vans serviced when required. Implement annual checking scheme for driving licences.
	Loss of data, abuse of	L	Council has computer usage policy

IT Security	systems		which is signed by members of staff with access to the computers. Email usage policy also in place. Data backed up to an external hard drive daily and stored in fire proof safe in the office.
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This risk management paper was approved by the Council on 19th May 2014 and will be reviewed again in 12 months.