

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Land							
155	Physical Unauthorised access/trespass To maintain security of council assets. Council has policies in place for access to land. Appropriate signage is in place. Town Council liaises with local police as and when required. The Town Council will instigate appropriate action against offenders.	Medium Medium	4	The Council is actively looking at solutions for addressing the problem of local residents parking in the Manor House car park when signs clear advise that parking is for users of the buildings only. Investigations currently being sought into updating signage to include imposition of a reasonable fine being levied against unauthorised parking.	Andrew McKenzie Andrew McKenzie	31/03/2020	<input type="checkbox"/>

Submitted to council: _____

No of issues listed: 1

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: Councillor Alison Foden _____

Signed by responsible Finance officer: Yola Mitchell _____

How to complete (individual risk section):

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

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Provision of Office Accommodation

353	Physical Fire To safeguard against fire risk. Arranegment with fire safety firm for completion of fire risk assessments. Staff receive health and safety training. Strict security/control of combustibile materials held by council. Fire extinguishers etc. Fire alarm tested weekly. Fire drills held on a regular basis	Medium High	6	Town Council officers are currently working through the recommendations contained within the fire risk assessments, actioning in priority order as identified in the assessment.	Andrew McKenzie Andrew McKenzie	31/05/2020	<input type="checkbox"/>
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Web Sites							
854	Administration/Legal Non compliance with website accessibility regulations <i>To be compliant with the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018</i> Audit the website using several WCAG compliance check tools Make the corrections Re-audit and provide a summary to the Council	Medium High	6	Currently engaging website hosts to conduct control mechanisms to ensure website is compliant going forward. Summary to be provided when received.	Andrew McKenzie Andrew McKenzie	31/01/2020	<input type="checkbox"/>

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