

WEST MOORS TOWN COUNCIL



RISK MANAGEMENT STATEMENT

**Adopted by the Council in September 2010
Last Reviewed: 25.09.2025 (Reviewed annually)**

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RISK MANAGEMENT STATEMENT 2025/26

Last Reviewed: 25.09.2025

Likelihood:

1. IMPROBABLE OCCURRENCE
2. UNLIKELY OCCURRENCE
3. EVEN CHANCE/POSSIBLE OCCURRENCE
4. LIKELY OCCURRENCE
5. ALMOST CERTAIN OCCURRENCE

Severity (probable scale):

1. NEGLIGIBLE
2. SLIGHT
3. MODERATE
4. HIGH
5. VERY HIGH

Quantification Matrix (Likelihood X Severity = Risk Rating)

Risk Index Under 6 = Low Risk

6-12 = Medium Risk

13 + = High Risk

| Hazard | Likelihood | Severity | Risk LXS= | Control Measures in Place |
|--|------------|----------|--------------|---|
| Administration/Staff | | | | |
| Waste and misappropriation of funds. | 2 | 3 | 6 | Fidelity Guarantee and Legal Expenses with Hiscox Insurance and officer's liability. Annual estimates and regular monitoring of expenditure against budget. |
| Unqualified or inexperienced staff | 3 | 3 | 9 | Referencing and checking before appointment of staff. A six-month probationary period before permanency. Disciplinary Rules and Procedures. |
| Inappropriate activity or behaviour of staff bringing Council into disrepute. | 2 | 4 | 8 | Referencing and checking before appointment of staff. A Six-month probationary period before permanency. Disciplinary Rules and Procedures. |
| Inappropriate activity or behaviour of councillors bringing Council into disrepute | 2 | 4 | 8 | Adoption of Code of Conduct (New Model Cllr Code of Conduct adopted 24.06.2021, reviewed May 2023), Complaints Procedure (additional policy for managing unreasonable and persistent complainants adopted 10.09.2020). Appropriate training |
| Fraud and corruption. | 2 | 4 | 8 | Fidelity Guarantee and Legal Expenses with Hiscox Insurance. Independent Internal Audit Procedures. Financial Regulations governing financial activities. |
| Outsourcing of services | 2 | 2 | 4 | Referencing and checking before appointment of new contractors. Independent Internal Audit procedures. Financial Regulations governing financial activities. |
| Activities being outside of legal powers. | 2 | 4 | 8 | Financial Regulations governing financial activities (New model document adopted May 2024). Standing Orders regularly reviewed (last review March 2024). Access to legal advice via the Dorset Association of Parish and Town Councils and access to the National Association of Local Councils and the Society of local Council Clerks. Independent internal audit. Subscription to Breakthrough Communications Hub |

| Hazard | Likelihood | Severity | Risk LXS= | Control Measures in Place |
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| Electors rights not being followed. | 1 | 2 | 2 | Access to legal advice via the Dorset Association of Parish and Town Councils and access to the National Association of Local Councils. Independent internal audit. Qualified Clerk |
| Improper expenditure under S137 | 1 | 3 | 3 | Access to legal advice via the Dorset Association of Parish and Town Councils and direct access to the National Association of Local Councils. Independent internal audit. Council qualified as having the General Power of Competence |

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| Cemetery | | | | |
| Damage/vandalism to walls, fences, seats and memorials. | 2 | 2 | 4 | Material damage cover through Hiscox Insurance. Visual inspection. In House repairs or appropriate qualified contractor. |
| Inaccurate record keeping and grave space identification. | 3 | 3 | 9 | Computerised record systems with data held on a remote server. Additional paper copies as backup. Staff fully aware of cemetery layout and legal requirements. Staff training. |
| Unstable memorials | 2 | 4 | 8 | Memorial stability being checked on a five yearly basis (last completed 2024). Remedial work identified and corrective measures monitored. In House repairs or appropriate qualified contractor. Public Liability Insurance. |
| Loss of revenue through poor management and badly maintained cemetery. | 2 | 4 | 8 | Material damage cover through Hiscox Insurance. Computerised record systems. Public Liability Insurance. |
| Uneven surfaces | 4 | 3 | 12 | Visual Inspections with remedial action if required. Public Liability Insurance |
| Open Spaces | | | | |
| Damage/vandalism to street furniture, paths, grass and paved areas, rubbish and glass accumulation. | 2 | 3 | 6 | Material damage cover through Hiscox Insurance. Visual inspection identifying any defects and remedial action required. In House repairs or appropriate qualified contractor. |
| Personal injury through accident. | 2 | 4 | 8 | Visual inspection identifying any defects and remedial action required. Public Liability Insurance. |

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| Play areas, Exercise Equipment and Skatepark | | | | |
| Damage/vandalism to equipment, street furniture, paths and grass areas, rubbish, and glass accumulation. | 3 | 3 | 9 | Material damage cover through Hiscox Insurance. Inspection by employed contractor. Monthly inspections, written report from Elite Playground Services and identifying any defects and remedial action required. Annual inspection from Play Inspection Company. In house repairs or appropriate qualified contractor. |
| Person injury through accidents etc. | 3 | 4 | 12 | Inspection by employed contractor. Monthly inspections, written report from Elite Playground Services identifying any defects and remedial action required. Annual inspection from Play Inspection Company. In house repairs or appropriate qualified contractor. Public Liability Insurance. |

| Hazard | Likelihood | Severity | Risk LXS= | Control Measures in Place. |
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| Fryer Field Recreation Ground. | | | | |
| Damage/vandalism to buildings, street furniture, paths, grass areas, sports pitches, equipment, rubbish, and glass accumulation. | 3 | 3 | 9 | Material damage cover through Hiscox Insurance. Visual inspection and regular checks identifying any defects and remedial action required. Annual inspections and reports on condition of fire fighting equipment. CCTV (upgraded October 2023 to cover larger area, including youth club) |
| Personal Injury through accidents etc. | 3 | 4 | 12 | Visual inspection and regular checks identifying any defects and remedial action required. Public Liability Insurance. |
| Uneven, slippery, muddy surfaces | 4 | 3 | 12 | Visual Inspection and remedial action if required. Public Liability Insurance. |

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| Council Office, 4 Park Way, West Moors. | | | | |
| Damage/vandalism to building | 2 | 4 | 8 | Material damage cover through Hiscox Insurance. Security/panic alarm, Fire alarm system. CCTV (installed June 2021) Public Liability Insurance |
| Poor management and badly maintained facilities. | 2 | 4 | 8 | Annual inspections and reports on condition of fire fighting equipment. In house repairs or appropriate qualified contractor. Fire Risk Assessment carried out by a specialist contractor and reviewed on a regular basis. PAT testing. |

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| The Petwyn and War Memorial (Grade 2 Listed) | | | | |
| Damage/vandalism to War Memorial, other memorials, grass areas, street furniture | 2 | 3 | 6 | Material damage cover through Hiscox Insurance. Visual Inspections identifying any defects and remedial action required. |
| Personal Injury through accidents etc. | 3 | 4 | 12 | Visual inspection and regular checks identifying any defects and remedial action required. Public Liability Insurance. |

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| Allotments | | | | |
| Damage/vandalism to plots, fencing, gates | 2 | 2 | 4 | Area locked with only allotments holders given access. Material damage covered by Hiscox Insurance. |
| Personal injury through accidents | 3 | 4 | 12 | Public Liability Insurance. Regular visual inspections. Plot tenants hold public liability insurance through Allotment Holders Association. |
| Uneven, slippery, muddy surfaces | 4 | 3 | 12 | Regular visual inspections, maintenance of footpaths. Public Liability insurance. |

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| Public Toilets | | | | |
| Damage/vandalism to building structure and/or fixtures and fittings. | 3 | 3 | 9 | Covered by Hiscox Insurance. Daily inspections by cleaning contractor. Weekly inspections by officers. Facility locked up each evening. |
| Personal Injury through accidents | 3 | 4 | 12 | Visual inspection and regular checks identifying any defects and remedial action required. Public Liability Insurance. |
| Slippery surfaces | 3 | 3 | 9 | Regular visual inspections, maintenance of flooring. Notices when cleaning is in progress. Public Liability insurance. |

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| Car Park | | | | |
| Damage due to vandalism or accident | 3 | 3 | 9 | Material damage cover through Hiscox Insurance. Visual Inspections identifying any defects and remedial action required. |
| Vehicle accidents | 3 | 4 | 12 | Layout and design of car park reviewed occasionally. Ensure line markings are clearly visible. |
| EV Chargers | 3 | 4 | 12 | Damage to be reported to the operator Mer, who is responsible for the management, supervision, operation, maintenance, repair, supply of power to and Back Office Functions. |