

WEST MOORS TOWN COUNCIL



RISK MANAGEMENT STATEMENT

**Adopted by the Council in September 2010
Last Reviewed: 09.11.2023 (Reviewed annually)**

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RISK MANAGEMENT STATEMENT 2023/24

Last Reviewed: 09.11.2023

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), 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 contractors. Independent Internal Audit procedures. Financial Regulations governing financial activities.
Activities being outside of legal powers.	2	4	8	Financial Regulations governing financial activities. Standing Orders regularly reviewed. 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.
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.

Hazard	Likelihood	Severity	Risk LXS=	Control Measures in Place
Improper expenditure under S137	1	3	3	Independent internal audit. 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

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.
Unstable memorials	2	4	8	Memorial stability being checked on a five yearly basis (last completed 2019). 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.

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.
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.

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.

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.

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.

Covid-19				
Risk of Covid-19 infection to staff, councillors and public on or at Council property	3	3	9	Full risk assessments carried out for each premises, including; play areas, pavilion, council office, MUGA, allotments, cemetery. Safety measures put in place such as notices, sanitiser, protection screens, limit on numbers. Follow government guidance.

Public Toilets				
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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.

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.