

PADDOCK WOOD TOWN COUNCIL RISK ASSESSMENT AND MANAGEMENT 2023

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 or infrared markers. Warning stickers attached
	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. A planned maintenance programme is being developed by the Estates Committee
Community Centre Project	See separate risk register		
Finance	Banking	L	Current account – Unity Trust Reserve funds spread to alternative banks
	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 cloud-based system
	See separate Finance Risk assessment		
Health and Safety	Risk to staff, volunteers & public	m	The Town Council has approved the engagement of Croner to oversee the Town Council's Health & safety
Liability	Risk to third party, property or individuals	M	Insurance in place. £10 m public liability 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. 2-year safety check on trees by qualified arboriculturalist.

Employer Liability	Comply with Employment Law	M	Membership of SLCC & NALC. Clerk & Deputy Clerk attend training courses. Croner have been engaged as HR consultants to the Council.
	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. To be reviewed by Croner
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 General Data Protection Regulations 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. Driving licences checked annually
IT Security	Loss of data, abuse of systems	L	Council has computer usage policy which is signed by members of staff with access to the computers. Email usage policy also in place.

			Data backed to Cloud based Storage
Data Protection	Failure to comply with GDPR which came into force 25 th May 2018	L	Council has appointed a Data Protection Officer to ensure compliance.
Traveller Incursion	Incursion of travellers on council land	H	Council contributes to TWBC fund which accesses support from the Community Safety Unit in the event of an incursion. Notices served on travellers by clerks/councillors as early as possible to speed up the removal process. Additional security measures are being explored