



Hythe Town Council
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RISK MANAGEMENT SCHEME AND POLICY

WWW.HYTHERTC.GOV.UK/POLICIES/GOVERNANCE

This Policy was adopted by the Council at its meeting held on: 01 September 2022
Minute 136/22

This Policy was reviewed by the Standing Orders Committee at its meeting held on: 11 October 2022
Minute 180/22

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET, HYTHE,
KENT. CT21 6BG



This Policy describes how Hythe Town Council will identify, assess, address, and review risks.

Hythe Town Council has adopted this Risk Management Policy in accordance with the guidance set out in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG) and to give effect to the Health and Safety at Work Act 1974.

Compliance with this policy ensures that the Council assesses and addresses the risks associated with its activities.

This policy aims to identify the steps needed to avoid or address risks and to provide increased confidence in the Council's corporate governance arrangements.

1. Background

- 1.1. Risk is defined as an uncertain event or condition that, if it occurs, will influence the achievement of Hythe Town Council's objectives. Risk management is the process whereby the Council methodically addresses the risks associated with what it does and the services it provides. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.
- 1.2. Risk management is not just about financial management; it is about protecting the achievement of objectives set by the Council to deliver high-quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation and can impact the ability to achieve desired outcomes. The authority generally and members individually are responsible for risk management.
- 1.3. Risk management is an ongoing activity that comprises four elements:
 - a) Identifying risks.
 - b) Assessing risks.
 - c) Addressing risks, and
 - d) Reviewing and reporting.

2. Identifying risks

- 2.1. To manage risk, the Council needs to know what risks it faces. Identifying them is therefore the first step in the management process.
- 2.2. The Council will identify the key risks to successfully achieving its priorities and service objectives, in the following categories:
 - a) Financial – loss of money.
 - b) Security – fraud, theft, embezzlement.
 - c) Property – damage to property.
 - d) Legal – breaking the law or being sued.



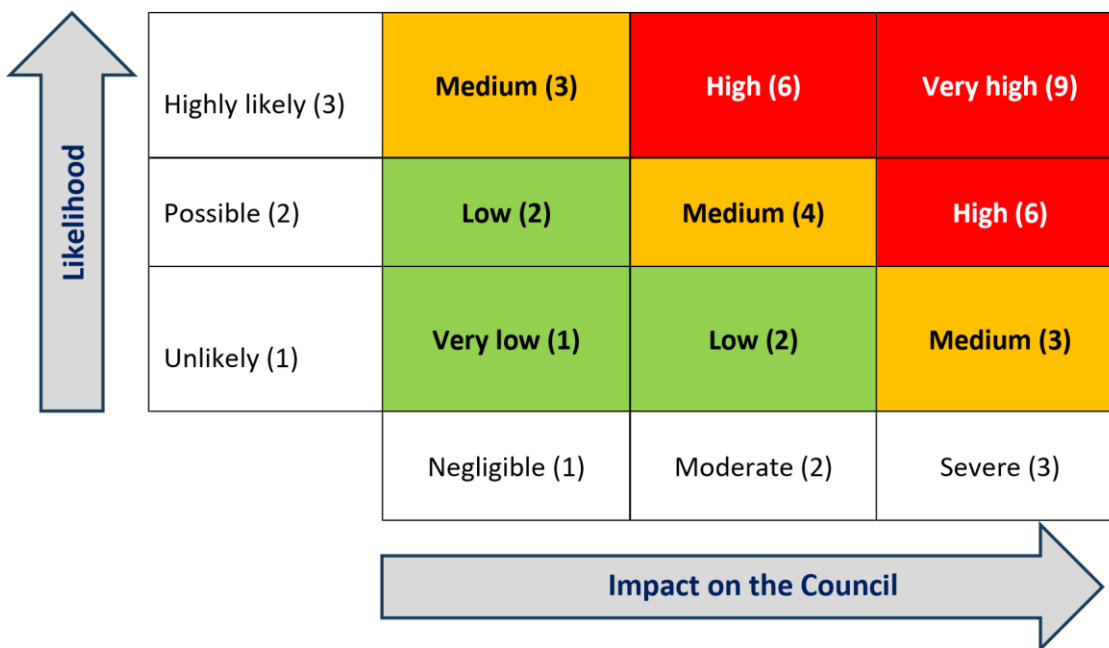
- e) IT – failure of IT systems or misuse; and
- f) Reputational – actions taken could harm the authority’s public reputation.

3. Assessing risks

3.1. Having identified potential risks, the Council assesses the likelihood of it happening and the impact it would have, using JPAGs recommended assessment process.

This allows the Council to identify low, medium, and high risks when considering measures, it should take.

3.2. Hythe Town Council’s risk assessment matrix:



4. Assessing risks

4.1. Risk is unavoidable, and every organisation needs to take action to manage risk in a way that it can justify it to a level that is tolerable. The response to risk, which is initiated within the Council is called ‘internal control’ and may involve one or more of the following standard responses:

Tolerate	For risks that are containable; where the possible controls cannot be justified (e.g., they would be disproportionate), and where risks are unavoidable e.g. terrorism.
Treat	Imposing controls so that the organisation can continue to operate; or introducing measures to deal with the risk.
Transfer	Buying a service from a specialist external body or taking out insurance. Some risks cannot be transferred, especially reputational risks.
Terminate	Avoiding or cancelling activities where no response can bring the risk to an acceptable level.



4.2. Insurance is used to help manage certain risks including the following:

- a) The protection of physical assets owned by the authority – buildings, furniture, equipment, etc. (loss or damage).
- b) The risk of damage to third-party property or individuals because of the authority providing services or amenities to the public (public liability).
- c) The risk of consequential loss of income or the need to provide essential services following critical damage, loss, or non-performance by a third party (consequential loss).
- d) Loss of cash through theft or dishonesty (fidelity guarantee).
- e) Legal liability as a consequence of asset ownership (public liability).

4.3. Limited staff resources available to the Council means that it works with specialist external bodies to help manage risk including the following:

- a) Security and maintenance for vulnerable buildings, amenities, or equipment.
- b) The provision of services under agency/partnership agreements with principal authorities.
- c) Banking arrangements, including borrowing or lending.
- d) Ad hoc provision of amenities/ facilities for events to local community groups.
- e) Markets management.
- f) Vehicle or equipment lease or hire.
- g) Trading units (leisure centres, playing fields, burial grounds, etc.).
- h) Professional services (planning, architects, accountancy, design, etc.).

5. **Reviewing and reporting**

5.1. Having identified likely risks, the Council records the information in the Hythe Town Council Risk Register (Appendix 1). This register is kept under review by the Responsible Financial Officer and is reported to the Finance and General Purposes Committee.

5.2. The Council seeks advice and guidance on risk management from its insurers JPAG, the National Association of Local Councils, the Society of Local Council Clerks and other training providers. The Council provides training for its staff through the CiLCA qualifications and additional specialist training where appropriate.



Hythe Town Council

Risk Register

August 2022

Categories of risk

1. Financial - loss of money, fraud, theft, embezzlement
2. Property – damage to property
3. Legal – breaking the law or being sued
4. IT – failure of IT systems or misuse
5. Reputational – actions harm the council’s public reputation

Reviewed by	Town Clerk	Draft Document prepared by Clerk Submitted to Full Council:
Approved and adopted	Council 01 September 2022	
Next Review Date: August 2023		

1. Financial

Risk no.	Resp	Description	Impact	Likelihood score	Impact score	Risk rating	Mitigation
1.1	F&GP	Precept not sufficient for the intended purpose	The council has insufficient income for the forthcoming year	1	2	2	The budgeting process is robust, is calculated and reported to the Finance and General Purposes committee and the committee in turn report to Council in December. Budgeting is now fully undertaken and broken down by the committee. Variations and spending are monitored in real-time. Revisions can be made throughout the year to bring in additional funds from reserves and other external sources – such as s106 projects. Projected spend is now monitored on a month-by-month basis. Actions In Place
1.2	F&GP	Loss of cash through theft or dishonesty (fidelity guarantee)	The council loses income and assets	1	2	2	Petty cash is kept in the safe. 90% of transactions are online. All payments are subject to approval by two elected members of the Council. All cheques need to be signed by two elected members. No credit or debit card is in the possession of employees, except the Town Clerk. Insurance cover maintained. Actions In Place
1.3	F&GP	The council does not identify its risks	Financial, criminal, or reputational loss.	1	2	2	Annual review of risk undertaken by the F&GP Committee and the Council. Larger scale activities such as the Christmas Lights event have a separate risk assessment actioned and reviewed by the Clerk. Actions In Place
1.4	F&GP	The council is not insured adequately	Financial, criminal, or reputational loss.	1	3	3	F&GP Committee reviews insurance policies annually to ensure coverage is maintained. RFO works with the broker annually to confirm cover is adequate. Actions In Place
1.5	F&GP	Failure to correctly award contracts for services or the purchase of capital equipment.	The council does not award contracts correctly resulting in financial or reputational loss to the council.	2	2	4	Standing Orders will be reviewed in March 2023 Financial Regulations will be reviewed in March 2023 Actions In Place

1.6	F&GP	The council does not act legally and exceeds its powers.	The council risks financial and reputational loss.	1	3	3	<p>The clerk has achieved CiLCA to ensure a high standard of competency. Section 137 expenditure is reported separately within the budget.</p> <p>Actions required: Chair of F&GP Committee to undertake a monthly review of receipts and payments, the cashbook, and bank reconciliations.</p>
1.7	F&GP	Activity does not match the information reported.	The council does not know of the activity undertaken and risks financial loss. An unauthorised activity takes place.	1	2	2	<p>Schedule of payments submitted to F&GP for approval. All online payments require 2 Councillors to authorise before payment. Cheques authorised by two Councillors. Password protection for Internet and telephone banking. Oversight of income and expenditure from payment schedule to cashbook and bank statements undertaken by both Chair of F&GP and Internal Auditor. Processing of orders and authorisation of invoices by the Clerk.</p> <p>Actions In Place</p>
1.8	F&GP	Contracts are not reviewed annually.	The council does not achieve value for money or works are not carried out correctly.	1	2	2	<p>Cleaning contract under review annually. Ground maintenance contract to be reviewed every 5 years. Utility contracts to be reviewed– the possibility of transferring to a green energy provider.</p> <p>Actions In Place</p>
1.9	F&GP	Failure to adhere to codes of practice for procurement and investment	Financial loss to the council.	1	2	2	<p>Covered by Standing Orders and Financial Regulations; Professional advice is sought on larger projects.</p> <p>Actions In Place</p>
1.10	F&GP	Failure to regularly reconcile bank accounts.	The council is unaware of its financial position. Financial loss to the council.	1	2	4	<p>Monthly reconciliation is undertaken by Clerk and Finance Assistant using software and online banking services. Bank reconciliations reported to F&GP Committee. Annual review by an Internal Auditor.</p> <p>Actions In Place</p>

1.11	F&GP	The council does not scrutinise income or expenditure.	The council is unaware of its financial position. Financial loss to the council. Risk of reputational loss.	1	3	3	<p>Monthly expenditure schedule reported to F&GP Committee and signed by the Chair following approval.</p> <p>Regular budget monitoring reports submitted to committees and councils giving real-time information about spend and income.</p> <p>Oversight of income and expenditure from payment schedule to cashbook and bank statements undertaken by both Chair of F&GP and Internal Auditor.</p> <p>Processing of orders and authorisation of invoices separated between the Clerk and Finance Assistant.</p> <p>Actions In Place</p>
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1.12	F&GP	Salaries and contributions are not paid correctly.	The council risks reputational and financial loss	1	2	2	Salaries of staff are paid by the Finance Officer and checked by the Clerk Salaries reported to Personnel Committee – including increases approved by Nalc. Pension calculations are checked annually. All items are checked by an Internal Auditor. Meetings are arranged to facilitate the achievement of HMRC and pension scheme deadlines. Actions In Place
1.13	F&GP	The council fails to review contracts of employment for all staff and does not take into account any changes in relevant legislation.	The council risks financial and reputational loss.	1	2	2	NALC model contracts are used for Clerk and Council Staff. Annual review by Personnel committee in place. Actions In Place
1.14	F&GP	Council does not charge or claim back appropriate VAT	The council risks financial loss.	1	2	2	Financial regulations set out requirements. VAT returns are submitted online quarterly by the Finance Officer. Internal Auditor checks annually. Scribe will be providing an update to their software and training to ensure compliance with HMRC changes regarding online filing. Actions required: Financial Regulations are to be updated in March 2023.
1.15	F&GP	The council fails to make required submissions to HMRC and/or Kent Pension Fund.	The council risks being fined.	1	2	2	HMRC records are prepared through Sage Payroll and reported to F&GP Committee. The clerk has the power to authorise payments and report retrospectively to F&GP in appropriate situations. Actions In Place
1.16	F&GP	The council does not monitor its budgets adequately.	The council is unaware of its income or expenditure against targets set. Financial loss to the council.	1	2	2	Regular budget monitoring statements & projections prepared by Finance Officer and RFO and presented to Committees. Actions In Place
1.17	F&GP	The council does not monitor income – grants (e.g., S106), CIL or loans correctly.	Financial loss to the council.	1	2	2	PWLB payments are monitored by the F&GP committee. S106 income is reported as part of the project review – such as the Oaklands Bandstand. Income is included in the budget and monitored by the committee. Actions In Place

1.18	F&GP	Minutes of meetings are not properly kept	The council risks reputational damage. Risk of the illegality of decisions.	1	2	2	<p>Actions in place: Minute books to be reviewed and kept updated in the Council Chamber. The Town Clerk is responsible for keeping the records of decisions in a safe place but accessible for viewing.</p> <p>Action required: Obtain a grant to pay someone over 6 months to scan and digitalise minutes.</p>
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3. Legal

Risk no.	Resp	Description	Impact	Likelihood score	Impact score	Risk rating	Response
3.1	F&GP	Legal liability as a consequence of asset ownership (public liability)	The council has to contest legal cases that may lead to financial or reputation loss.	1	3	3	<p>The Council maintains appropriate insurance coverage. This is a specialist local government insurance policy covering:</p> <ul style="list-style-type: none"> • Property Damage • Business Interruption • Money and Personal Accident Assault • Group Personal Accident • Employers Liability (covering staff and volunteers) • Public and Products Liability • Officers Liability (Officials Indemnity) • Council Legal Liability and Legal Expenses (including Employee Dishonesty) <p>Actions required: Review insurance cover for artworks and archival materials. (Curator is in the process of this)</p>
3.2	F&GP	The risk of damage to third party or individuals as a consequence of the council providing services or amenities to the public (public liability)	An insurance claim may be made against the council	2	2	4	<p>All amenities and public open spaces, managed by the Town Council are insured, with public liability up to a maximum of £10 million. Risks are assessed on an annual basis. Facilities are monitored weekly by the Council's principal contractor, FHDC.</p> <p>Actions In Place</p>
3.3	F&GP	Legal liability as a consequence of an event (public liability)	The council has to contest legal cases that may lead to financial or reputation loss.	2	2	4	<p>A risk assessment is carried out for each event and shared with key personnel. An event owner is assigned. All third parties booked for events are asked to supply their own risk assessment and a copy of their PLI.</p> <p>Actions In Place</p>

3.4	F&GP	Failure of professional services employed by the council.	The council may use unqualified or insufficiently qualified professionals leading to loss.	1	2	2	<p>Staff are supported to obtain professional qualifications through CiLCA. The council will use properly accredited professionals who appear on approved contractor lists; or have sought recommendations, proposals, and quotes from 3 providers for any advice. Advice services from both SLCC and NALC are regularly used as the first port of call for advice. Professionals should have in place professional indemnity insurance.</p> <p>Actions In Place</p>
3.5	F&GP	Loss of Clerk/RFO	The Council may be unable to undertake all duties and responsibilities in a way that is compliant with current legislation	1	4	4	<p>The council is insured for the loss of key personnel for up to a maximum of £2.5k. A locum clerk may be available through contact with SLCC or NALC.</p> <p>Actions required: All staff trained to Cilca level. Ask if a staff member would like to train to be a clerk.</p>

4. IT

Risk no.	Resp	Description	Impact	Likelihood score	Impact score	Risk rating	Response
4.1	F&GP	Business continuity	Loss of council Office would restrict access to documentation	2	2	4	<p>All files are electronically stored and accessible in the cloud. Copies of recent leases are held by the Council's Solicitors. A hard copy of Minutes is maintained as well as copies of approved minutes on the Town website (separate from the Office 365 cloud copy).</p> <p>Actions required: IT Security and data backup policy to be reviewed.</p>
4.2	F&GP	The council risks losing files and data	The council is unable to carry out its business and regulatory requirements.	2	2	4	<p>All files are stored in the Office365 system which is cloud hosted.</p> <p>Actions required:</p> <ul style="list-style-type: none"> IT Security and data backup policy to be reviewed. IT Security audit to be commissioned
4.3	F&GP	Unrestricted access to council data	Council data is accessible to non-council staff	2	2	4	<p>Passwords are in place to access computers, data files, and finance systems: A data protection policy is in place to cover the management, retention, transfer, and disposal of data.</p> <p>Actions In Place</p>
4.4	F&GP	Accessing Electoral Roll data	An offence may occur if data is not used correctly	1	3	3	<p>The data is password protected and can only be accessed with the authority of the Clerk.</p> <p>Actions In Place</p>

5. Reputational

Risk no.	Resp	Description	Impact	Likelihood score	Impact score	Risk rating	Response
5.1	F&GP	The council does not respond to enquiries from the public	The council risks reputational damage.	2	2	4	Telephone enquiries are processed at the time and recorded if considered important. E-mail and other mail actioned and filed. Important communications are shared with all members of the Council. Actions In Place
5.2	F&GP	The council fails to handle documents correctly.	The council risks reputational damage.	1	2	2	Policies are now in place in line with GDPR legislation. These cover the management, retention, transfer, and disposal of data. All staff are briefed on their responsibilities in accordance with these policies Actions In Place
5.3	F&GP	Members are unaware of the Council's policy regarding declarations of interest and the receiving of gifts and hospitality	The council risks reputational damage.	1	3	3	Recording and monitoring members' interests, gifts, and hospitality received undertaken by the Clerk. Code of Conduct, Standing Orders, and Financial Regulations are all reviewed annually by the Council. New Councillors joining part way through a year/term are all issued with a copy of these key policies. Gifts and/or hospitality of £50 or over should be recorded in a register kept by the Clerk as required by the Code of Conduct Actions In Place
5.4	F&GP	Members (or employees) do not behave to the standards expected	The council risks reputational damage.	2	3	6	Councillors / Employees made aware of Hythe Town Council's Code of Conduct upon appointment Actions In Place

6. Property and facilities

Risk no.	Resp	Description	Impact	Likelihood score	Impact score	Risk rating	Response
6.1	F&GP	Town Office - fire, loss, or damage.	The loss or damage to buildings or assets will affect the council's ability to carry out its business. Loss of rental income.	2	3	6	<ul style="list-style-type: none"> Fire alarms are regularly checked and maintained. Security system regularly checked and maintained. Fire-fighting equipment procured. Repair and maintenance schedule prepared <p>Actions required:</p> <ul style="list-style-type: none"> Combustible materials to be removed.
6.2	F&GP	Town office – assets	Financial and reputational loss to the Council.	2	3	6	<p>High-value silver items are kept in the safe.</p> <ul style="list-style-type: none"> All other buildings' contents are insured. Asset register and valuation maintained. Separate insurance assessment of high-value items <p>Actions required:</p> <ul style="list-style-type: none"> Archival assessment
6.3	F&GP	South Road Sports Pavilion – fire, loss, or damage.	Loss of income from hire fees	2	2	4	<ul style="list-style-type: none"> Insurance cover provided. Fire alarms are regularly checked and maintained. Security system regularly checked and maintained. CCTV system installed. Fire alarm system installed. Fire-fighting equipment to be procured. Shutter and door locks. Electrical testing is carried out annually. Repair and maintenance schedule prepared <p>Actions required:</p> <ul style="list-style-type: none"> CCTV system repaired and maintained. Hire agreement reviewed to cover risks.

6.4	F&GP	South Road Sports Field - risks to users	Claims for compensation arising from accidents, injuries, and physical harm. Reputational risk.	2	3	6	Public liability indemnity maintained. Inspected weekly by grounds maintenance contractor –FHDC. Actions required: <ul style="list-style-type: none"> • Playing fields to be free of dog excrement. • Information boards and warning signs
6.5	F&GP	Allotments- fire, loss, or damage.	The loss or damage to buildings or assets will affect the council's ability to carry out its business.	2	2	4	Regular weekly inspections by contractors and the Town Sergeant. No fire guidance for tenants Actions required: <ul style="list-style-type: none"> • Arrange fire safety inspection • Investigate the installation of a fire alarm system.
6.6	F&GP	Allotments	Claims for compensation arising from accidents, injuries, and physical harm. Reputational risk.	1	2	2	Regular weekly inspections by contractors and the Town Sergeant. Appropriate signage – 'No Public Access' / 'No Dog Walking' / 'Allotment Holders Only'. Actions In Place
6.7	F&GP	Council-owned play areas: The Green, Oaklands, Horn Street, Burmarsh, South Road Risk of accidents.	Equipment may become unsafe and cause a risk of injury to users. Risk of legal claims for compensation and associated reputational harm.	2	2	4	All play equipment and associated furniture are insured by the Town Council and inspected weekly by the Council's contractors, FHDC. Maintenance/repair issues are reported to the Clerk. Damaged equipment is removed or fenced off where required. The publicly accessible Defibrillators (Town Hall and South Road Pavilion) are checked monthly by the Town Sergeant and Caretakers. Tennis courts closed between September and April to avoid the risk of frost. Actions In Place
6.8	F&GP	Council-owned play areas: The Green, Oaklands, Horn Street, Burmarsh, South Road Risk of loss or damage.	Equipment may be damaged and have to be removed from use. Potential financial loss to the Council and reputational harm.	3	1	3	All play equipment and associated furniture are insured by the Town Council. All equipment and furniture aimed to be replaced within 21 days. All play equipment is inspected weekly by the Council's contractors, FHDC, and any maintenance/repair issues are reported to the Clerk. Damaged equipment is removed or fenced off where required. The publicly accessible Defibrillators (Town Hall and South Road Pavilion) are checked monthly by the Town Sergeant and caretakers. Actions In Place

6.9	F&GP	Public conveniences – the risk of accidents and/or loss/damage	Slips, trips, and falls hazards. Risk of legal claims for compensation and associated, reputational harm.	1	3	3	Insured. Inspected by the Council's contractors, FHDC, and any maintenance/repair issues are reported to the Clerk. Any damaged equipment, leaks, or blockages are repaired within 14 days of report and the facility may be closed during this period depending on the risk involved. Actions In Place
6.10	F&GP	Town Hall Undercroft risk of accidents and/or loss/damage	Damage to property> Slips, trips, and falls hazards. Risk of legal claims for compensation and associated, reputational harm.	2	3	6	Insured. Inspected weekly by the Council and any maintenance/repair issues are reported to the Clerk. Actions In Place

6.11	F&GP	Outdoor Assets – Bins, Benches, Bus Stops & Signage	Risk of injury (splinters, trip hazards, minor cuts, etc) if outdoor assets are not well maintained. Risk of Vandalism or other damage to equipment which in turn could cause injury	1	2	2	Assets are checked throughout the year by the Council's grounds maintenance contractor, FHDC. Damage caused by weather is routinely inspected, cleaned, and/or repaired. Replacement and repairs are undertaken as required. Actions In Place
6.12	F&GP	Open Space Contract activities – grass cutting, hedge trimming/cutting, managing shrubbery	Risk of injury to both the public and contractors if sensible precautions are not put in place	1	2	2	All contractors who carry out work for the Town must have PLI insurance to a minimum of £5m. Contractors approved by Hythe Town Council. Actions In Place
6.13	F&GP	Water Features – Rivers, ditches, and fountains.	Risk of injury or drowning to the public if signs are disregarded	1	3	3	Horn Street and Burmarsh have adjoining rivers and watercourses. The Council is taking steps to minimise risks to users of these facilities. Actions required: <ul style="list-style-type: none">• signage required
6.14	F&GP	Ownership of Trees – the Council is responsible for a large number of trees on its land and open spaces.	Damage caused to or by trees that endangers public safety or causes a legal nuisance to others.	2	3	6	Town Trees are inspected by the Council's grounds maintenance contractors. Issues are reported to the Clerk and action is taken where necessary following an inspection by an arboriculture contractor every two years. Necessary action is taken when required. Actions In Place
6.15	F&GP	Failure of security for buildings, amenities, or equipment.	Buildings, amenities, or equipment may be damaged or stolen preventing use or access.	1	2	2	The implementation of CCTV is currently under review. All buildings and council assets are insured. Actions required: Install a CCTV system

6.16	F&GP	Unauthorised traveller encampment	Damage caused to land or assets due to an unauthorised traveller encampment; costs incurred.	1	3	3	<p>The following procedure is in place to deal with unauthorised traveller encampments; the Clerk will:</p> <ul style="list-style-type: none"> • Notify the Police, issue a code of conduct to persons, supply bin bags, and request considerate use of the land • Ensure staff do not attend a site unaccompanied or without a mobile phone • Serve notice to vacate and authorise the Clerk to put Bailiffs on standby if the encampment fails to vacate by the date specified on the notice • The Clerk is authorised to spend up to £2,500 for clearance under Health and Safety issues. • An annual inspection to be carried out of all sites to assess for vulnerabilities to encampments. <p>Actions In Place</p>
6.17	F&GP	Failure to identify work undertaken by contractors or suppliers.	The council does not know of work undertaken by contractors or suppliers or its outcome.	2	2	4	<ul style="list-style-type: none"> • The Council's grounds maintenance contractor, FHDC, provides a weekly inspection report for the F&GP. The Clerk reviews performance and discusses any issues relating to all matters under the contract. All invoices are submitted to the Council for approval and are subject to scrutiny. Works not undertaken to a satisfactory standard are subject to review by the Clerk and payments may be held until resolved. The Council's procurement policy has been created. <p>Purchase Orders are issued by the Finance Officer once works have been authorised by the Clerk (up to £2,000) or the Council.</p> <p>Actions In Place</p>

7. COVID-19 - This section is under review (October 2022)

Risk no.	Resp	Description	Impact	Likelihood score	Impact score	Risk rating	Response
7.0	F&GP	COVID-19 General	Risk to service users, staff, contractors, and volunteers. The council may be sued for failing to follow H&S guidance. Reputational risks.	2	3	6	<p>The Council has followed Gov and NALC advice from the outset of the epidemic. The Council has adopted and adhered to its HICD Policy, this has been reviewed in the light of <u>Government advice</u>.</p> <p>Action required Ongoing review of Gov guidance and HICD policy.</p>
7.1	F&GP	Risk of infection – Council Staff and offices	Serious health risk to employees and possible long-term disruption of council business	2	3	6	<p>Council staff to work from home. Town Clerk visits the office periodically to collect post. To be reviewed monthly in light of Government advice. Council cleaner to resume light cleaning duties for unoccupied offices and pavilion only.</p> <p>Staff to follow Government guidance on hygiene measures.</p> <p>Actions required: Assist Clerk to provide cleaner and handyman with Government guidance on personal safety.</p>
7.2	F&GP	Risk of infection – council meetings, councillors, and members of the public.	Risk of infection and transmission to individuals. The council may be sued for failing to follow H&S guidance. Reputational risks.	2	3	6	<p>Council meetings are to be suspended under Government Guidelines. Keep under review in the light of additional Gov guidance.</p> <p>Actions In Place</p>
7.3	F&GP	Public conveniences	Risk to the public and contractors of infection or transmission. The council may be sued for failing to follow H&S guidance. Reputational risks.	2	2	4	<p>Contractors agreed to continue a daily cleaning regime and to issue operatives with safety instructions and necessary sanitation equipment. Public conveniences to remain open with clear health advice notices displayed stressing the importance of handwashing/sanitizing after use.</p> <p>Actions In Place</p>

7.4	F&GP	Pavilion	Risk to the public and staff of infection or transmission. The council may be sued for failing to follow H&S guidance. Reputational risks.	2	2	4	The Council has inadequate resources to maintain bio-safety measures at the pavilion. It will remain closed following Government guidance. Actions In Place
7.5	F&GP	Tennis Courts	Risk to court users of infection or transmission. The council may be sued for failing to follow H&S guidance. Reputational risks.	1	2	2	Courts are closed during a lockdown and reopen following Government advice. Signs erected. Actions In Place
7.6	F&GP	Outdoor Gym	Risk to users of infection or transmission. The council may be sued for failing to follow H&S guidance. Reputational risks.	2	3	6	Gym closed during lockdown following Government advice. A clean takes place weekly and new signs have been erected. Equipment will be inspected in accordance with the maintenance contract. Actions In Place
7.7	F&GP	Playgrounds	Risk to users of infection or transmission. The council may be sued for failing to follow H&S guidance. Reputational risks.	2	3	6	All playgrounds closed and secured during lockdown. Following Government advice. A clean will take place weekly and new signs have been erected. Social distancing measures recommended by contractors are implemented, including restricting the use of swings to one person. New signage is to be erected. Equipment will be inspected in accordance with the maintenance contract. Actions In Place
7.8	F&GP	Street Furniture	Risk to users of infection or transmission. The council may be sued for failing to follow H&S guidance. Reputational risks.	2	2	4	The Council will continue to inspect seats, benches, fences, and notice boards. The Council cannot maintain the biosecurity of such facilities and the cost of closing off such facilities is prohibitive. Action required RISK