

**KIRKBYMOORSIDE TOWN COUNCIL
RISK ASSESSMENT**

INTRODUCTION

This document is intended to identify those risks to persons, property and activities for which the Town Council is responsible either collectively or individually. In addition the analysis seeks to evaluate those risks and to state how they are managed so as to keep the level of risk to an acceptable minimum. The Town Council is quite fortunate in that the amount of risk it has to bear is relatively low since it owns only one building and the streets and highways are the responsibility of other agencies. Obviously it would be too easy to state simply that all risks are covered by insurance and, therefore, this document seeks to detail those measures which have been put in place to try and reduce the likelihood of a risk 'event' taking place.

ITEM	RISK	GRADE	MANAGEMENT
PROPERTY			
Fabric of the Building	Damage	Low	Weekly inspections of fire alarm and emergency lighting. Bi-Annual inspections of all alarms and lighting carried out by East Coast Fire Services Ltd. All reports are logged in the Town Council office in accordance with insurance requirements.
Contents	Damage/theft	Low	Regular inspection, maintenance Budget. Covered by insurance.
Street Lights (128)	Damage/deterioration	Low	As above
Office Equipment	Damage/fire	Low	As above
Flower Tubs	Damage/theft	Low	As above
Christmas Lights	Damage/theft	Low	As above
Civic Insignia	Damage/theft	Low	Insurance
THIRD PARTY			
Street Furniture	Accident/ injury to members of the public	Low	Covered by insurance.
Christmas Lights	Accident/ injury to members of the public	Low	Covered by insurance. Professional contractors have public liability insurance.
Contractors	Accident/injury	Low	Professional contractors have public liability insurance.

PLAY AREAS			
Equipment inspection/maintenance/budget	Damage/accidents	Low	<p>Regular</p> <p>Weekly inspections and reports carried out by the Town Clerk or substitute council member.</p> <p>Annual inspection carried out by RoSPA accredited qualified inspector with Public Liability Cover.</p> <p>All reports are logged in the Town Council office in accordance with insurance requirements.</p>
MANOR VALE			
Footpaths/trees	Damage/accidents	Low	<p>Regular inspection by Manor Vale Management Committee maintenance/budget.</p> <p>Covered by Insurance.</p>
Volunteer Activities	Third Party	Low	<p>Risk assessments carried out and submitted to insurance brokers prior to the event. All reports are logged in the Town Council office in accordance with insurance requirements.</p>
FINANCE			
Money	<p>The Town Council conducts the majority of business by cheque therefore minimal risk of loss or theft.</p> <p>Credit card transactions are only executed by the RFO and all transactions are minuted in accordance with Financial Standing Orders.</p> <p>Payments by Direct Debit and Standing Order are approved in advance by full council, all transactions are minuted in accordance with Financial Standing Orders.</p>		
Assets	Misappropriation Fraud	Low	<p>Internal/external checks. Regular Reports to Town Council.</p> <p>Standing/Financial Orders. Cheques require 2 signatures</p> <p>Verified at Council meetings & minuted.</p> <p>Insurance (Fidelity guarantee)</p>
Budgetary Control	Exceeding budget	Low	<p>Financial Reports are available at all meetings. Monitored and reviewed by the Finance Committee.</p>

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PERSONNEL			
Councillors	Libel & Slander Negligence/error	Low Low	Insurance (whilst on Council duty)
Clerk	Libel & Slander Negligence/error	Low	As above
Councillors	Personal accident	Low	As above
Clerk	Personal accident	Low	As above

CEMETERY

It should be noted that the Town Cemetery is run on different lines from other local cemeteries. The business of excavating plots for burial/cremation is carried out by an employee of the appropriate undertaker who is responsible for the supervision of such work. Apart from the marking of the particular plot for excavation the Town Council has no other responsibility for the excavation itself. The Council is responsible for the general safety of the grounds. The Town Council Burial Policy stipulates that all Memorials shall be constructed of good quality stone with fixed with NAMM approved ground anchor fixings. Headstones shall not exceed 30 inches (900mm) in height measured from the ground or 30 inches (900mm) in width, or 3 inches (75mm) in thickness or 20 inches (510mm) in thickness including the memorial, and shall be in positions approved by the Town Clerk.

CONCLUSION

All recognisable risks are covered by insurance, which policy is reviewed annually or more frequently as required – such reviews are reported to the Council and minuted. It is worthwhile mentioning the subject of deterioration, which has not been addressed in this analysis. Strictly speaking, deterioration is not a 'risk' as such, it is a certainty and not insurable. The deterioration of all appropriate items is recognised and is provided for in the Council's annual budget.

COMMUNITY EMERGENCY & RESILIENCE PLAN

The Town Council adopted a Community Emergency & Resilience Plan on 19 June 2017 which is updated as required.

Adopted by Finance Committee 27 February 2015. Last Reviewed at the Ordinary meeting of the Town