

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			
The Moorside Room Fabric of the building	Damage	Low	Weekly inspections of fire alarm and emergency lighting. Annual inspections of all alarms and lighting. Annual Risk Assessment review signed off by North Yorkshire Fire & Safety Officer. All reports are logged in the Town Council office in accordance with insurance requirements.
The Moorside Room Contents	Damage/theft	Low	Alarm system. Regular Inspection.
Public Seats (66) (inc Manor Vale)	Damage/theft	Medium	Regular inspection, maintenance Budget. Covered by insurance.
Bus Shelter	Damage	Low	As above
Lights (128)	Damage/deterioration	Low	As above
Fencing/Hedges/Gates	Damage	Low	As above
Office Equipment	Damage/theft/fire	Low	As above
Notice Boards	Damage/theft	Low	As above
Flower Tubs	Damage/theft	Low	As above
Xmas Decorations	Damage/theft	Low	As above

			Stored in a secure facility.
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 and volunteers	Low	Covered by insurance. A risk assessment is carried out and recorded for all volunteer activities.
Contractors	Accident/injury	Low	All contractors have public liability insurance
PLAY AREAS			
Equipment inspection/maintenance /budget	Damage/accidents	Low	Regular Weekly inspections and reports carried out by the Town Clerk or substitute council member. Quarterly inspection and reports carried out by Park Lane qualified inspectors with Public Liability Cover. All reports are logged in the Town Council office in accordance with insurance requirements.
MANOR VALE			
Footpaths/trees	Damage/accidents	Low	Regular inspection by Manor Vale Management Committee maintenance/budget. Covered by Insurance.
Volunteer Activities	Third Party	Low	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.
FINANCE			
Money	The Town Council conducts the majority of business by cheque therefore minimal risk of loss or theft. Credit card transactions are only executed by the RFO and all transactions are minuted in accordance with Financial Standing Orders.		

Assets	Misappropriation Fraud	Low	Internal/external checks. Regular Reports to Town Council. Standing/Financial Orders. Cheques require 2 signatures Verified at Council meetings & minuted. Insurance (Fidelity guarantee)
Budgetary Control	Exceeding budget	Low	Financial Reports are available at all meetings. Monitored and reviewed by the Finance Committee.
PERSONNEL			
Councillors	Libel & Slander Negligence/error	Low Low	Insurance (whilst on Council duty)
Clerk	As above	Low	As above
Councillors	Personal accident	Low	As above
Clerk	As Above	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 and to that end, the height of headstones is limited to 1 metre; such headstones are regularly inspected for stability.

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.

Finance Committee 27th February 2015
Reviewed 3 March 2016
Reviewed 9 March 2017