

| Ref | Division | Area | Risk | Requirement | Control | Likelihood of occurrence | Impact on Council | Score | Action to be taken | Action by | On agenda | Actioned | Notes |
|-----|--------------------------|---------------|-------------------------------------|---|--|--------------------------|-------------------|-------|---|------------------------|-----------|----------|-------|
| 9 | Allotments | Environmental | Untidy Plots | To ensure that the site is maintained to the required/acceptable standard | Define responsibility. Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify allotment holder in writing of problem and serve notice if the standard of cultivation is not to an acceptable standard. Liaise where appropriate with allotment society | Medium | Medium | 3 | Send regular correspondence to all allotment holders regarding clearance of waster from site | Administrator | 13.05.25 | On going | |
| 33 | Car Parks | Physical | Maintenance of car park surfaces | To ensure that car park surfaces are maintained to desired standard | Define responsibility for and carry out periodical physical inspection, maintain records. Make arrangements for any required work to be carried out | Medium | Medium | 3 | Carry out regular checks of condition of car park surfaces | Maintenance Supervisor | 13.05.25 | On going | |
| 50 | Cemeteries / Churchyards | Physical | Headstone / kerbstone safety survey | To minimise risk of injury | Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover is in place. Topple testing need to be done by trained personnel | Medium | Medium | 3 | Carry out inspection of all memorials using the new tablet that links directly to the councils system. The tablets can also take photos | Maintenance Supervisor | 13.05.25 | On going | |
| 93 | Employment of Staff | Professional | Loss of key staff | To avoid problems arising from loss of key personnel | Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of sudden loss of key member of staff. | LOW | Medium | 2 | To develop some sort of handbook of everything the Clerk does | Clerk | 13.05.25 | On going | |

Signed by Chairperson - Allan Sullivan _____

Signed by Responsible Finance Officer - Melanie Randall _____

