

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.1.01	Democratic Representation & Management	Failure to comply with legislation and/or regulations	Council Compliance & Financial	4	1	4	Green	Councillor's handbook issued to all Councillors when they take office. Standing Orders, Financial Regulations and Code of Conduct, in place and reviewed regularly. Town Clerk attends professional conferences / seminars. Town Clerk holds CiLCA	Standing Orders reviewed January 2024. Next review due in 2025. Scheme of Delegated Functions to be adopted.	Town Clerk/DSM	April 2024	April 2025
1.1.02	Democratic Representation & Management	Failure to provide timely and adequate – notice of Council Agendas and production of Council Minutes	Council Compliance	2	1	2	Green	Town Clerk is CiLCA qualified.	Review of procedures for production, distribution, and publication of Agendas & Minutes to be instigated by DSM.	Town Clerk/DSM	April 2024	April 2025
1.1.03	Democratic Representation & Management – Failure to inform Councillors	Poor decision, poor staff morale, misinformed public	Council, Councillors Compliance	2	1	2	Green	Council business widely publicised through Stotfold News, notices, press releases, website etc. Town Clerk holds regular meetings with Chair to discuss Council Business. Weekly Bulletin to all Councillors with updates.		Town Clerk/DSM	April 2024	April 2025
1.1.04	Democratic Representation & Management	No knowledge of changes to regulations or new regulations.	Council Finance, Compliance & Operational	2	1	2	Green	Advice received via SLCC/BATPC on changes in regulation. Policies are reviewed regularly and updated, if necessary, in light with best practice.	Policies reviewed against SLCC/NALC model policies and other town councils.	Town Clerk/DSM	April 2024	April 2025
1.1.05	Democratic Representation & Management	Reputational damage – poor public understanding of the role of the council and its services	Council	3	1	3	Green	Website up to date and accurate, well-trained staff, careful management of services, deliberate and positive publicity concerning services and issues, use of social media	Consider public consultation where appropriate	Town Clerk	April 2024	April 2025
1.1.06	Democratic Representation & Management	Lack of strategic direction and leadership – ability of Council to set objectives aligned to service delivery	Council	1	2	3	Green	Careful management of services	Ongoing development of the Council's vision, objectives, and Strategic Plan	Town Clerk/DSM	April 2024	April 2025
1.2.01	Financial Management	Insufficient funds - Failure to agree precept or precept set at inadequate level.	Council Financial, Compliance & Operational	4	1	4	Green	Council sets an Annual budget. Level of reserves agreed by Council during budget process.		Town Clerk / Finance Officer	April 2024	April 2025

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								RFO checks precept received from CBC agrees with precept requested. Reserves Policy adopted and reviewed regularly after end of year to consider robustness of level of reserves				
1.2.02	Financial Management	Insufficient funds - Council expenditure significantly exceeding budget.	Council Financial, Compliance & Operational	3	1	3	Green	Regular Income & Expenditure report provided to Council with accompanying report on variances. Regular budgetary control reviews undertaken by Finance Officer and significant issues reported to Town Clerk. Action taken to respond to variances. Level of reserves, general and earmarked, reviewed by Council during budget process. Level of general and earmarked reserves reported to Council with Annual Return at year end.		Town Clerk / Finance Officer	April 2024	April 2025
1.2.03	Financial Management	Loss of funds due to error, theft, fraud, or misappropriation due to failure to keep proper financial records.	Council Financial, Compliance & Operational	4	1	4	Green	Financial Records: Financial management system (Rialtas) in place together with office procedures. Two councillors approve payments (excluding payroll). All bank payments uploaded by Finance Officer. Income received kept securely and banked regularly. Official receipts issued for cash at reception. Payroll Records: payroll contract in place.	Written office financial procedures to be put in place. Fidelity Insurance in place, reviewed by Internal Auditor Finance Officer FiLCA trained. Investigate outsourcing payroll.	Town Clerk / Finance Officer	April 2024	April 2025

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								<p>Staff returns collated by Finance Officer and draft payslips reviewed for consistency.</p> <p>Payments checked to pay slips by Town Clerk.</p> <p>Standing Orders & Financial Regulations in place.</p> <p>Monthly bank reconciliations prepared by Finance Officer, reviewed by Town Clerk, and signed off quarterly by two councillors, which is minuted at Governance & Resources Committee</p> <p>Income and expenditure reviewed against budget regularly and reported quarterly to Council.</p> <p>Internal Audit review procedures and sample check transactions.</p>				
1.2.04	Financial Management	Insufficient funds for Council due to poor cash management planning.	Council Financial, Operational	4	1	4	Green	Cashflow monitored regularly by RFO and Finance Officer with transfers between accounts to ensure adequate funds in relevant accounts.		Town Clerk / Finance Officer	April 2024	April 2025
1.2.05	Financial Management	Expenditure incurred without proper authority.	Council Financial & Compliance	2	3	6	Yellow	<p>Standing Orders and Financial Regulations in place and subject to regular review.</p> <p>Payments require authorisation by Town Clerk or Finance Officer.</p> <p>Internal Audits conducted.</p>	Written procedures to be adopted.	Town Clerk / Finance Officer	April 2024	April 2025
1.2.06	Financial Management	Failure to comply with HMRC regulations. Financial penalty.	Council Financial & Compliance	4	1	4	Green	<p>VAT – returns completed quarterly by Finance Officer online via RBS system.</p> <p>Finance system accounts for VAT on purchases and sales.</p> <p>PAYE / NIC calculated by Payroll software. To be reviewed on a monthly basis and annually by Town Clerk.</p>	Consider outsourcing payroll.	Town Clerk / Finance Officer	April 2024	April 2025

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1.2.07	Financial Management	Unable to recover VAT paid out on exempt activities e.g., Community Hall	Council Financial & Compliance	4	1	4	Green	None	Annual partial exemption review to be undertaken on budget and at year end. Members made aware of impact of large schemes on exempt or partially exempt activities. Professional advice sought for major projects.	Town Clerk / Finance Officer	April 2024	April 2025
1.2.08	Financial Management	Items not insured or cover too low. Loss and damage to parish council assets Damage to third party property or individuals Loss of income or need to provide essential services following critical damage, loss, or non-performance by third party	Council Public liability Financial	4	1	4	Green	Insurance held with Aviva and reviewed annually at Annual Parish Council Meeting. Insurance checked by Internal Auditor Asset register reviewed annually at Annual Parish Council Meeting. Deeds stored by Council Solicitor.	Review insurance property values and check asset records up to date.	Town Clerk / Finance Officer	April 2024	April 2025
1.2.09	Financial Management	Financial risk to 3 rd Party in connection with service provision e.g., through loss of information.	Council & Third Parties Financial	2	1	2	Green	Leases & licences kept by Council Solicitors Insurance in place		Town Clerk / Finance Officer	April 2024	April 2025
1.2.10	Financial Management	Bank failure causing significant loss of Council funds.	Council Financial & Compliance	4	1	4	Green	Council maintains accounts with separate banks to spread the potential loss. Council has Investment Policy in place which is reviewed annually.		Town Clerk / Finance Officer	April 2024	April 2025
1.2.11	Financial Management - Banking	Conveyance of cash / cheques to bank. Injury / death / mugging / theft	Council, Employees Financial	3	1	3	Green	Cash is banked regularly to avoid build-up of funds. Member of staff takes funds to bank. Staff advised not to resist if a theft is attempted and to take mobile phone with them.		Town Clerk / Finance Officer	April 2024	April 2025
1.2.12	Financial Management – Business Continuity	Failure to undertake continuity planning, including business continuity.	Council Operational Staff	3	3	9	Yellow	Business continuity plan in place and reviewed regularly. Officers have ability to work from home, cloud-based storage,	Consider Business Continuity Insurance	Town Clerk	April 2024	April 2025

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		Delivery of services is compromised						mobile phone app for office phones				
1.3.01	Staffing & Employment	Inadequate staffing resources.	Council Operational	3	2	6	Yellow	Employment contracts with notice period. Ensure vacancies advertised and filled as soon as possible. Monitor sickness absence and perform regular staff appraisals.		Town Clerk	April 2024	April 2025
1.3.02	Staffing & Employment	Failure to comply with employment law.	Council Financial & Compliance	2	2	4	Green	Contracts of employment in place for all staff. Council has contract with HR advisor. Staff Handbook provided by HR Advisor which is regularly updated. Contracts of employment follow National Joint Council for Local Government Service for issue and revision of National Agreement on Pay and Conditions of Service.		Town Clerk	April 2024	April 2025
1.3.03	Staffing & Employment	Loss of key staff.	Council Operational	3	2	6	Yellow	All staff have job descriptions. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.	Review staff development training.	Town Clerk	April 2024	April 2025
1.3.04	Staffing & Employment	Long term sickness / loss of knowledge & experience	Council, Employees Financial & Operational	2	2	4	Green	All staff have job descriptions, recently revised as part of staff review. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.		Town Clerk	April 2024	April 2025
1.3.05	Staffing & Employment	Low staff morale / performance / absenteeism.	Council, Employees Financial & Operational	2	1	2	Green	Job descriptions for all officers and regular staff appraisal scheme.		Town Clerk	April 2024	April 2025
1.3.06	Staffing & Employment	Inadequate training.	Council Financial, Compliance, Delivery & Operational	2	2	4	Green	Staff appraisal identifies training needs. Council sets annual training budget.		Town Clerk	April 2024	April 2025

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								Staff offered local and national courses and conferences according to job description.				
1.3.07	Staffing & Employment	Inappropriate gifts to staff or Councillors	Council Compliance	2	1	2	Green	All gifts over £25 to be recorded in Gift register. Members Code of Conduct & signed declarations.		Town Clerk/DSM	April 2024	April 2025
1.3.08	Staffing & Employment	Personnel security / injury to staff	Council, Employees Financial & Compliance.	2	2	4	Green	Access to office via secure system and open only to Staff. Staff handbook includes Lone Working Policy.		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.3.09	Staffing & Employment	Health & safety.	Council, Employees Financial & Compliance	2	2	4	Green	Review of Health & Safety undertaken with new Health & Safety Policy adopted by Council 2023. Designated staff IOSH Working Safely courses. Public Realm Manager to hold IOSH Managing Safely qualification.	Officers trained as first aider. Fire Wardens appointed.	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.3.10	Staffing & Employment	Employee qualifications & employment history incorrect / fraud / inappropriate behaviour.	Council, Employees Public Financial, Compliance & Legal, Delivery & Quality of Service	2	1	2	Green	All employees subject to standard recruitment process. References taken before contracts signed.	Ensure that references covering three years' work history are taken for those responsible for financial controls.	Town Clerk	April 2024	April 2025
1.3.11	Staffing & Employment – Driving on official business	Use of own motor vehicle / or Council vehicle - RTA.	Council, Employees Public Financial & Compliance	3	2	6	Yellow	Road Traffic Legislation and the Highway Code Any incidents must be reported immediately to the Town Clerk and a written incident form completed. Staff handbook includes a driving policy.	Remind staff that they cannot use a mobile phone whilst driving. Carry out annual driving licence check for staff driving on Council business. Carry out annual checks of business use insurance and vehicle test certificates for employees who use their own vehicle for work purposes.	Town Clerk/ Public Realm Manager	April 2024	April 2025

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1.3.12	Staffing & Employment – Driving on official business	Personal Safety	Public, Staff, Council Financial & Compliance	2	1	2	Green	Staff advised to avoid confrontation with other road users. Staff should always carry a mobile phone when cycling or driving but should not use these unless legal and safe to do so.		Town Clerk	April 2024	April 2025
1.4.01	Information, Website & Social Media	Loss of data & information - theft, fire, flood, or damage.	Council, Employees, Councillors, Suppliers & Debtors, Public Financial & Compliance	2	2	4	Green	Legal and important documents are stored safely. Insurance in place Server back-up and stored in in the cloud. Hardware upgrades carried out regularly. Computers and network managed by computer provider.		Town Clerk	April 2024	April 2025
1.4.02	Information, Website & Social Media	IT – Loss of service, loss through loss of building/ability to do business, loss of IT	Council, service users Financial & operational	3		9	Yellow	Maintenance of building and IT systems, IT backup systems, use of external storage, use of cloud-based storage	Review of Business Continuity Plan	Town Clerk	April 2024	April 2025
1.4.03	Information, Website & Social Media	Non-compliance under Freedom of Information Act.	Council Financial & Compliance,	2	2	4	Green		Freedom of Information Policy, procedure, and information request to be formulated.	Town Clerk	April 2024	April 2025
1.4.04	Information, Website & Social Media	Major IT failure	Council, Employees, Councillors, Suppliers & Debtors, Public Financial, Compliance & Operational	2	2	4	Green	Server backed up in the cloud. Contract with IT provider for support. Password protection	Review hardware to ensure fit for purpose.	Town Clerk	April 2024	April 2025
1.4.05	Information, Website & Social Media	Website out of date, incorrect or misleading	Council, Public Compliance & Operational	2	2	4	Green	Web pages updated when required. Periodic review of website contents.		Town Clerk	April 2024	April 2025
1.4.06	Information, Website & Social Media	Lack of Council ownership of website.	Council, Public Compliance & Operational	2	1	2	Green	Domain name and owned by Town Council. Annual contract held for hosting service with IT contractor.	Domain Name due for renewal February 2025.	Town Clerk	April 2024	April 2025
1.4.07	Information, Website & Social Media	Failure of website or internet provider.	Council, Public Compliance & Operational	2	1	2	Green	Domain name and owned by Parish Council. Annual contract held for hosting service with IT contractor.		Town Clerk	April 2024	April 2025

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1.4.08	Information, Website & Social Media	Outside infiltration to social media accounts – being locked out / defamatory posts made in Council's name	Council, Public, Compliance	2	1	2	Green	The Town Clerk approves all social media posts. Access password controlled.		Town Clerk	April 2024	April 2025
1.4.09	Information, Website & Social Media	Unlicensed use of images in marketing materials – financial and legal implications	Council, Financial	2	1	2	Green	The Town Clerk approves all social media posts. Promotional material signed off by Town Clerk and Chair.		Town Clerk	April 2024	April 2025
1.4.10	Information, Website & Social Media	Images / footage of vulnerable children or adults used.	Council Compliance	2	2	4	Green	Parental consent forms collected prior to image capture.		Town Clerk	April 2024	April 2025
1.4.11	Information, Website & Social Media	Data protection registration & compliance.	Council, Employees, Councillors, Suppliers & Debtors, Public Financial & Compliance	2	2	4	Green	Annual renewal of registration with ICO Firewall in place on network – managed by IT provider.		Town Clerk	April 2024	April 2025
1.4.12	Data Protection breach on Social Media	Personal data (including images) is leaked resulting in a fine for the Council	Public, those who hold personal data for Service. Compliance & Operational	2	1	2	Green	All posts and website updates are proofread and checked by the Town Clerk. No photos are used without relevant consent.		Town Clerk	April 2024	April 2025
1.4.13	Disclosure of personal, financial, and contractual information Inappropriate storage of data Loss of hard copy data Loss of electronic data	Data breach Financial loss Fines/prosecution	Council, Employees, Public, Contractors Financial & Compliance	2	2	4	Green	Personal & sensitive data is filed on hard copy files which are stored in locked cupboards sited in the Town Council offices. Data is also stored on password protected files, GDPR training given to employees. Implementation of GDPR and data retention policy which is reviewed regularly. Insurance cover in place	Ongoing review re. personal / sensitive data and retention of documents. Sensitive data to be deleted on a regular basis when no longer needed. Councillors and employees to be updated in accordance with any changes to GDPR guidelines.	Town Clerk/DSM	April 2024	April 2025
1.4.14	Unauthorised access to Council computers, emails, and files	Disruption or damage to IT system Disruption of service provision Data breach Fines/prosecution	Council, Employees, Public, Contractors Financial & Compliance	2	1	2	Green	All Council computers and laptops are protected by anti-virus software/firewalls which are kept up to date by the Council's IT provider. Regular back-ups and updates are carried out.		Town Clerk/DSM	April 2024	April 2025

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								<p>Council email address in use and each account is password protected</p> <p>Guidance/information has been given to employees to delete emails if it is no longer necessary to keep them and to retain as little information as possible.</p>				
1.5.01	Premises & Assets (general)	Theft / Loss of asset	Council, Financial, Compliance & Operational	2	1	2	Green	<p>Capital assets are recorded on the financial asset register, if appropriate.</p> <p>Buildings have regularly maintained intruder alarms.</p> <p>Insurance cover in place for larger assets.</p>	All assets to be registered with Land Registry or Commons Registration Authority in the case of village greens or common land.	Town Clerk/ Public Realm Manager/ Finance Officer	April 2024	April 2025
1.5.02	Premises & Assets (general)	Injury or death to person Poor Condition – Dilapidation/ Fire / Flood / Vandalism - Damage to assets / Injury to staff or user	Council, Public Financial, Compliance & Operational	2	2	4	Green	<p>Systematic maintenance programme, training and procedures, use of risk assessments for events and high-risk activity. Health and Safety activity including consultant support. H&S input and management by members and Senior Officers.</p> <p>Fire risk assessments in place for buildings – subject to two yearly reviews.</p> <p>Buildings have regularly maintained intruder and fire alarms. Access to Community Centre restricted by security coded door.</p> <p>CCTV in outside areas of Greenacre Centre saved to hard drive.</p> <p>Insurance cover in place.</p> <p>Repairs and maintenance budgets in place.</p>	<p>Condition survey should be put in place on a regular basis.</p> <p>Asbestos register to be reviewed in line with current legislation.</p> <p>Review of risk assessments for each property to be undertaken.</p> <p>Fixed wiring reviewed every 5 years, PAT to be reviewed every 2 years.</p>	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.5.03	Premises & Assets (general)	Changes in market conditions or legislation - reduction in value of	Council, Financial, Compliance, & Operational	2	1	2	Green	Changes in legislation and environmental regulations monitored.		Town Clerk/ Public Realm Manager	April 2024	April 2025

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		asset / increased costs due.						Where appropriate assets conform to current legislation in respect of Health & Safety & Environmental matters.				
1.5.04	Premises & Assets (general)	Failure of tenant - Loss of tenant income	Council, Financial & Compliance	1	2	2	Green	Payments in respect of leases and licences monitored and debts chased promptly. Contracts in place for long term arrangements.		Town Clerk	April 2024	April 2025
1.5.05	Premises & Assets (general)	Assets not recorded properly.	Council, Financial & Compliance,	1	2	2	Green	Asset register in place.	Review list asset register annually and ensure insurance valuations reviewed periodically.	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.5.06	Premises & Assets (general)	Equipment – failure Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained. Maintenance budget in place. Health and safety clothing provided and to be worn by staff.	Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage.	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.5.07	Premises & Assets (general)	Playground equipment – failure. Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained. Maintenance budget in place. Annual inspections in place.	Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage.	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.5.08	Premises & Assets – Asset Management	Failure to manage, invest and maintain Council Assets Gradual deterioration and long-term costs higher than necessary Reputational risk, unexpected expenses incurred.	Council, Service Users	2	2	4	Green	Asset Management Policy in place including regular inspection regime in place. Maintenance budget in place for regular programme of works	Continue with surveys when needed and planned maintenance costs updated as part of the asset management plan. Continue to review maintenance budgets and reserves to ensure that sufficient funds are available to maintain Council assets	Town Clerk/ Public Realm Manager/ Public Realm Manager	April 2024	April 2025
1.6.01	General Public	Damage or injury to members of the public.	Council, Employees, Councillors, Public Financial & Compliance	3	2	6	Yellow	Health and safety policy in place. Events risk assessments undertaken and reviewed by Town Clerk prior to event.	Review Health & Safety Policy annually All activities / services should have up to date risk assessments in place. These need to be reviewed.	Town Clerk/ Public Realm Manager	April 2024	April 2025

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								<p>Staff risk aware and risk management regularly highlighted at staff meetings.</p> <p>Public liability insurance in place.</p> <p>Councillors made aware of risk management by adoption of risk management strategy and annual risk register annually.</p>	<p>Fire risk assessments to be reviewed.</p> <p>Review staff training.</p>			
1.6.02	General Public	Libel, Slander	Council, Employees, Councillors, Public Financial & Compliance	2	2	4	Green	<p>Councillors made aware of risk management by adoption of risk management.</p> <p>Code of Conduct adopted, and all councillors sign up to adhere to code when taking office.</p> <p>Press releases and publications reviewed by Town Clerk before publication.</p> <p>Council signed up to Civility & Respect Project.</p>		Town Clerk/DSM	April 2024 April 2025	
1.6.03	Customer Satisfaction	Poor service to customer	Public, staff	2	1	3	Green	<p>Staff training, equipment maintenance and purchase budgets in place, continued service review</p>		Town Clerk	April 2024 April 2025	
1.8.01	Contractors – General	Site injury – injury / death	Public, Staff, Contractors Compliance, Financial, Operational	2	3	6	Yellow	<p>Council advises all contractors of any known hazards prior to contractors starting work.</p> <p>Asbestos Register in place</p>	<p>Asbestos inspection, plan and register to be put in place urgently.</p>	Town Clerk/ Public Realm Manager	April 2024 April 2025	

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1.8.02	Contractors – General	Use of contractors – damage / fire / injury	Public, Councillors Staff, Contractors Financial & Compliance	2	2	4	Green	<p>All contractors are reviewed prior to being employed and references taken when appropriate.</p> <p>Electricians and contractors servicing gas appliances or system should be fully qualified and registered. Electricians – NICEIC Gas – Gas Safety Registered Evidence of professional status must be provided, checked regularly by staff, and recorded.</p> <p>Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc. are appropriately licensed.</p> <p>Work of all contractors is monitored and where appropriate records kept.</p>	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.8.03	Contractors – General	Site safety - fire	Public, Staff, Contractors Compliance	1	2	2	Green	<p>Council to advise all contractors of fire procedures when they start work.</p> <p>All contractors and visitors sign in/out of community centre.</p>		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.8.04	Contractors – General	Site safety – injury / damage	Public, Staff, Contractors Compliance	1	2	2	Green	<p>All parties are aware of the necessity to maintain a safe working environment.</p>		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.9.01	Climate Emergency Response	<p>Failure to reduce carbon impact from services and Council activities and implement mitigation measures to meet Climate change and biodiversity</p> <p>Loss of council reputation, loss of public support</p>	Council Public	1	2	2	Green	<p>Council has Biodiversity Policy which is reviewed regularly.</p> <p>All reports have an implications section which includes Biodiversity section.</p>		Town Clerk/ Public Realm Manager	Mar 2022	April 2025
1.10.01	Cemetery - Stability of headstones/ memorials	Injury due to poor maintenance	Visitors, Councillors, Council staff, contractors, trespassers Financial & Compliance	2	3	6	Yellow	<p>All undertakers to follow the NAMM and our guidelines in respect of materials, size and fixings</p>	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025

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							Yellow	<p>Visual and hand tests to be carried out by designated Contractor every 5 years and competent Member of staff annually following guidelines as laid out by the Ministry of Justice in 2009 – or as updated</p> <p>Town Rangers to undertake informal visual inspections during their visits to the Cemetery.</p>	<p>Formal procedure to be adopted for memorial maintenance etc.</p> <p>Programme of inspections and recording introduced.</p> <p>Inspections advertised in advance and of intended action that is taken if found to be unsafe.</p> <p>Risk assessment in place and competent person with PLI and RAMS to undertake topple test.</p>			
1.10.02	Cemetery – Buildings and walls	Injury due to poor maintenance	Public, Staff, Contractors Compliance	1	2	2	Green	<p>Visual inspection of buildings bi-monthly</p> <p>5 yearly condition survey Tenants of Chapel to be asked by letter to report any noted defects</p> <p>No asbestos on site</p>	<p>Condition survey undertaken November 2023</p>	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.03	Cemetery – open grave	Fall into open grave	Public, Staff, Contractors Compliance	1	2	2	Green	<p>Responsibility of contractor to follow relevant procedures.</p> <p>PLI and RAMS held for contractor</p>	<p>Funeral directors contract grave digging with third party</p>	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.04	Cemetery – trees	Falling branches	Public, Staff, Contractors Compliance	1	2	2	Green	<p>Regular budgeted figure for tree surgery</p> <p>5 yearly tree survey to be carried out by Tree Consultant and consider actions to be taken</p>		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.05	Cemetery – footpaths	Slips, trips and falls from exposed roots, loose gravel, icy conditions, poor surface	Public, Staff, Contractors Compliance	2	2	4	Green	<p>Regular inspections of condition of footpaths.</p> <p>Annual maintenance budget.</p> <p>Salt main routes when weather is icy</p>		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.06	Cemetery – Mobile Phone Mast Compound	Electric shock, fall from mast	Public, Staff, Contractors Compliance	2	2	4	Green	<p>Carry out regular visual inspection of mast compound and report any defects to operator</p>		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.10.07	Cemetery – Lighting conductor	Electric shock	Public, Staff, Contractors Compliance	2	2	4	Green	Carry out annual inspection of lighting conductor by competent contractor		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.08	Cemetery – dog fouling	Ill health	Public, Staff, Contractors Compliance	2	2	4	Green	No dogs' signs present. Bins provided	Dogs on leads signs present. GM contractors check grass before cutting	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.09	Cemetery – Seating	Injury due to poor maintenance	Public, Staff, Contractors Compliance	2	2	4	Green	Seating inspected regularly and condition records as well as remedial action undertaken. Rapid response to repairs. Plastic/recyclable seating used.		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.10	Cemetery – vehicles	Collision with other vehicles and/or pedestrians	Public, Staff, Contractors Compliance	2	3	6	Yellow	Vehicular access restricted. Speed restriction in place and signed. Signs advising of vehicles and/or pedestrian presence.		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.11	Cemetery – Grave Plot Misallocation	Reputational damage	Public	1	2	3	Green	Update burial register regularly and ensure forms completed correctly		Town Clerk/ Cemetery Officer	April 2024	April 2025
1.10.12	Cemetery - memorial, internment, and plot purchase	Reputational damage	Public, Staff	1	2	3	Green	Ensure invoices are sent out at time of burial/purchase		Town Clerk/ Cemetery Officer	April 2024	April 2025
1.11.01	Play Areas – Litter, glass	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.11.02	Play Areas – discarded drug equipment	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.11.03	Play areas – dog mess	Ill health	Public, Staff, Contractors Compliance	2	3	6	Yellow	Dogs prohibited from play areas Signage prohibiting dogs from play areas in place. Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/ Public Realm Manager	April 2024	April 2025

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1.11.04	Play Areas – poisonous plants	Ill health	Public, Staff, Contractors Compliance	2	3	6	Yellow	Consideration of public safety when considering planting scheme in play areas		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.11.05	Play Areas – injury through falling	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Consideration of surface type with respect to age of users and usage. Suitable play areas installed around play equipment in accordance with relevant British Standards		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.12.06	Play areas – defective ground surfaces	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspections of areas. Reporting procedure in place.	Screen off damaged area. Prompt remedial action	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.12.07	Play areas – snow or ice	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Spread salt/grit on paths during icy weather		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.12.08	Play areas – slippery surfaces due to moss or fallen leaves	Slips, trips and falls.	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspection of surfaces and maintenance to remove hazard		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.01	Car Parks – surfaces	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspection of conditions, recorded by competent person. Defects repairs asap. Unauthorised use monitored.		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.02	Car Parks – trees	Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Council responds to complaints/reports from employees and public if concern raised about tree condition; tree stock identified and inspected by an arboriculturist; trees re-inspected on a regular basis, according to level of risk; records relating to inspections kept, including where no defect is found and retained for a min. of 6 years		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.03	Car Parks – hedge trimming	Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Work carried out by competent contractor or staff throughout the year; contractor provides PPE, training and equipment to their staff; contractor's own risk assessments done for the work and copies obtained		Town Clerk/ Public Realm Manager	April 2024	April 2025

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1.13.04	Car Park - Fixed furniture, benches, bins, etc	Injury	Public, Staff, Contractors Compliance	1	1	1	Green	Litter bins secured into the ground and emptied and inspected regularly – employee reports any damage		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.05	Car Park – Height Barrier	Damage to vehicles Injury	Public, Staff, Contractors Compliance	1	2	2	Green	All barriers at a minimum height of 2.1m; high visibility colouring used with appropriate signage indicating height; barrier inspected regularly for damage, and repairs carried out as soon as practicably possible		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.06	Car Park – Lighting	Damage to vehicles Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Lights regularly inspected by contractor; defects repaired as soon as practicably possible		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.07	Car Park – Traffic movements	Vehicle Collision Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Clear directional arrows/signs in place where necessary; pavements provided for pedestrians as appropriate; lighting provided where possible; clear visibility for oncoming traffic and entry/exit points		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.08	Car Park – surface drainage	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Drains regularly cleaned; sitting water noted and order for professional drain clearance issued; potholes repaired		Town Clerk/ Public Realm Manager	April 2024	April 2025