



Barling Magna Parish Council Assessment for year 2018 To 2019

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
Bus Shelters									
87	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning. Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.	Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any steps to be taken	Clerk	31/08/2019	<input type="checkbox"/>
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	High	6	Act upon indicated risk management and control steps. Review at 6-months and report to Council on progress and any further action required.	Clerk	31/08/2019	<input type="checkbox"/>
102	Physical	Maintenance of Bus Shelters	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	High	6	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any steps to be taken.	Clerk	31/08/2019	<input type="checkbox"/>
Data Protection									
37	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on progress and any further action required.	Clerk	31/08/2019	<input type="checkbox"/>
Open spaces									
0	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any steps to be taken.	Clerk	31/08/2019	<input type="checkbox"/>



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433	Environmental	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any steps to be taken.	Clerk	31/08/2019	<input type="checkbox"/>
0	Administration/ Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on progress and any further action required.	Clerk	31/08/2019	<input type="checkbox"/>
0	Physical	Personal Injury	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any steps to be taken.	Clerk	31/08/2019	<input type="checkbox"/>



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348	Technical	Failure of Website/Internet Providers	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any steps to be taken.	Clerk	31/08/2019	<input type="checkbox"/>
Public buildings and Village hall									
269	Physical	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any steps to be taken	Clerk	31/08/2019	<input type="checkbox"/>
263	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Maintain detailed records of all work scheduled/completed	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any steps to be taken.	Clerk	31/08/2019	<input type="checkbox"/>
Street/Footway Lighting									
281	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all equipment. Maintain detailed records of all work scheduled/completed	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on progress and any further action required.	Clerk	31/08/2019	<input type="checkbox"/>



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Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any steps to be taken	Clerk	31/08/2019	<input type="checkbox"/>
0	Administration/ Legal	Non conformance with the Data Protection Act	Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed. The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	High High	9	Act upon indicated risk management and control steps. Review at 6-months and report to Council on progress and any further action required.	Clerk	31/08/2019	<input type="checkbox"/>
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on progress and any further action required.	Clerk	31/08/2019	<input type="checkbox"/>



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0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any action to be taken.	Clerk	31/08/2019	<input type="checkbox"/>
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	High High	9	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any action to be taken.	Clerk	31/08/2019	<input type="checkbox"/>
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any action to be taken.	Clerk	31/08/2019	<input type="checkbox"/>
0	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	High High	9	Act upon indicated risk management and control steps. Review at 6-months and report to Council on progress and any further action required.	Clerk	31/08/2019	<input type="checkbox"/>



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8	Environmental	Dog fouling	Ensure appropriate signage in place. Provide bags/receptacles for dog waste. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs.	High High	9	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any action to be taken.	Clerk	31/08/2019	<input type="checkbox"/>
10	Environmental	Vandalism	Arrange regular inspection. Review security arrangements. Maintain liaison with enforcement agency. Instigate legal action against perpetrators where possible.	High High	9	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any action to be taken.	Clerk	31/08/2019	<input type="checkbox"/>
132	Physical	Inadequate maintenance of fences and boundaries	Define responsibility and ensure that maintenance is carried out in accordance with a planned programme. Ensure that any contracts for maintenance work are complete. Ensure that adequate provision is made for urgent repairs. Ensure that appropriate staff training is complete. Arrange for periodical inspection and report.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any action to be taken.	Clerk	31/08/2019	<input type="checkbox"/>



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134	Physical	Inadequate maintenance of trees & hedges	Define responsibility and ensure that maintenance is carried out in accordance with a planned programme. Ensure that any contracts for maintenance work are complete. Ensure that adequate provision is made for urgent repairs. Ensure that appropriate staff training is complete. Arrange for periodical inspection and report.	Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any action to be taken.	Clerk	31/08/2019	<input type="checkbox"/>
408	Physical	Uncontrolled/unauthorised usage	Ensure that grazing etc. is carry out only in accordance with council policy. Ensure that a signed agreement is in place for all users. Ensure that recreational use is restricted to approved activity. Enforce regulations, byelaws controlling use.	Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on progress and any further action required.	Clerk	31/08/2019	<input type="checkbox"/>



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409	Physical	Dumping of Rubbish/Hazardous waste	Define responsibility for security/control of hazardous waste Consider policing role and maintain liaison with local enforcement agencies. Arrange periodic inspection of land and report Ensure that appropriate signage is in place. Enforce regulations/byelaw re unauthorized dumping. Arrange prompt removal of rubbish ensuring that appropriate steps are taken to deal with any hazardous waste.	High High	9	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any action to be taken.	Clerk	31/08/2019	<input type="checkbox"/>



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129	Physical	Personal Injury	Ensure that gates, fences, hedges etc are properly maintained. Ensure that recognised paths & walkways are properly maintained. Ensure that periodic inspection is carried out. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that any risks to the public are minimized and eliminated wherever possible. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure appropriate insurance cover in force. Maintain appropriate records.	Medium Medium	4	Act upon indicated risk management and control steps. Review at 6-months and report to Council on any action to be taken.	Clerk	31/08/2019	<input type="checkbox"/>



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No of issues listed: 26

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Mandy Cohen _____

Signed by responsible Finance officer - I.King _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .