



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<b><u>Bus Shelters</u></b>									
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	High High	9	Replace the 3 older bus shelters within 2020-21	Council	31/03/2021	<input type="checkbox"/>
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.	High Medium	6	Review at 6-months and report to Council on any steps to be taken	Clerk	30/09/2020	<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 Medium	6	Replace the 3 older bus shelters within 2020-21	Council	31/03/2021	<input type="checkbox"/>
<b><u>Employment of Staff</u></b>									
358	Professional	Loss of key staff		Medium Medium	4	Review at 6-months and report to Council on any steps to be taken.	Clerk	30/09/2020	<input type="checkbox"/>
<b><u>Public buildings and Village hall</u></b>									
269	Physical	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Review at 6-months and report to Council on any steps to be taken	Clerk	30/09/2020	<input type="checkbox"/>
<b><u>Wildlife Reserve</u></b>									



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10	<b>Environmental</b>	Vandalism	<p>Arrange regular inspection.</p> <p>Review security arrangements.</p> <p>Maintain liaison with enforcement agency.</p> <p>Instigate legal action against perpetrators where possible.</p>	<b>Medium</b>	4	Review at 6-months and report to Council on any action to be taken.	Clerk	30/09/2020	<input type="checkbox"/>
8	<b>Environmental</b>	Dog fouling	<p>Ensure appropriate signage in place.</p> <p>Provide bags/receptacles for dog waste.</p> <p>Enforce dog fouling laws.</p> <p>Arrange for appropriate agency to deal with stray dogs.</p>	<b>High</b>	6	Council has decided that all dogs must be kept on leads throughout the reserve. Review the effects of this at quarterly WLR Committee meetings	WLR Committee	31/03/2021	<input type="checkbox"/>
134	<b>Physical</b>	Inadequate maintenance of trees & hedges	<p>Define responsibility and ensure that maintenance is carried out in accordance with a planned programme.</p> <p>Ensure that any contracts for maintenance work are complete.</p> <p>Ensure that adequate provision is made for urgent repairs.</p> <p>Ensure that appropriate staff training is complete.</p> <p>Arrange for periodical inspection and report.</p>	<b>Medium</b>	6	Full review and new management plan to be commissioned in 2019-20, with a view to implementation in 2020-21	Council	30/09/2020	<input type="checkbox"/>



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No of issues listed: 8

**Submitted to council:** \_\_\_\_\_

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Councillor M. 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 .