

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood	Score	Action to be taken	Action by person/position	Action by date	
Allotments									
407	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Medium Medium	4	Carry out annual inspection of insurance held by third parties to ensure that appropriate risks are covered. Review agreement with Allotment Assoc. to cover public liability.	Amenities Manager	31/12/2007	<input checked="" type="checkbox"/>
Bus Shelters									
89	Administration/ Legal	Absence of Highway Authority Licence.	Maintain register of licence requirements. Carry out periodical review.	High Medium	6	Head of Amenities to prepare schedule of Bus Shelters and Highways. Preferably on permanent licence permission or annually renewable.	Head of Amenities	30/04/2012	<input type="checkbox"/>
Cemeteries/Churchyards									
0	Administration/ Legal	Loss of burial records through fire, theft or natural disaster	Internal audit	Medium High	6	Take short term scans of historic records so that they can be backed up on the server. Long term transfer old burial records onto cemetery RBS system	RFO/Cemete ry Manager	31/03/2010	<input checked="" type="checkbox"/>

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
70	Physical	Personal injury	<p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained tools are available as appropriate.</p> <p>Ensure that all appropriate disclaimer notices, warning signs etc. are in place.</p> <p>Ensure that any risks to the public are minimized and eliminated wherever possible.</p> <p>Maintain records of training.</p> <p>Maintain records of any injuries.</p> <p>Ensure adequate insurance cover held.</p> <p>Define responsibility in job descriptions etc.</p>	<p>Medium</p> <p>High</p>	6	<p>Risk assessment on individual job form. Review training. Enforce maintenance registers. Enforce working practices e.g. hard hats</p>	Amenities Manager	31/03/2007	<input checked="" type="checkbox"/>
72	Physical	Headstones/kerbstones safety survey	<p>Ensure that a comprehensive survey is completed.</p> <p>Arrange for completion of any necessary work.</p> <p>Ensure that facility users are aware of danger.</p> <p>Arrange for regular inspections to ensure that standards are maintained.</p> <p>Maintain appropriate records.</p> <p>Ensure adequate insurance cover in place.</p>	<p>Medium</p> <p>Medium</p>	4	<p>Topple test conducted every other year. New 'plinth' system being installed to improve headstone safety.</p>	Amenities Manager	31/12/2010	<input checked="" type="checkbox"/>

Community Centres

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
156	Administration/ Legal	Failure to obtain all necessary licences, ie bar, music, weddings, etc	Define responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc. Review licences annually for expiry. Maintain awareness of requirement for licences by training	Medium High	6	Head of Amenities to maintain log of licences required and ensure renewal as they expire.	Head of Amenities	01/04/2012	<input checked="" type="checkbox"/>
Computing									
0	Administration/ Legal	Lack of expertise in operating software	Control through staff appraisals and feedback from members.	High Medium	6	Town Clerk and Heads of Service to gather feedback from members and staff to identify where training is indicated	Town Clerk/Heads of Service	30/09/2012	<input type="checkbox"/>
0	Administration/ Legal	Unauthorised access	Head of Finance to request user password change every 3 months and keep log.	Medium High	6	Head of Finance to request users to change password every 3 months	Head of Finance	01/04/2012	<input checked="" type="checkbox"/>
0	Administration/ Legal	Virus damage from inappropriate or potential virus sites	RFO/IT Consultant	Medium High	6	Implement a simple web content filtering solution to reduce access to inappropriate or potentially viral sites. Include web access protocol in Handbook.	RFO	31/03/2012	<input type="checkbox"/>
0	Administration/ Legal	Council liability for members' emails	Town Clerk/RFO	Medium Medium	4	Place a footer on all outbound mail with legal disclaimers.	RFO	31/03/2011	<input checked="" type="checkbox"/>
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Medium High	6	Purchase lockable fire proof cabinet for server.	RFO	31/03/2011	<input checked="" type="checkbox"/>

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Physical	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed	Medium High	6	Office security is controlled by password controlled keypads. Each member of staff has password which changes periodically. All desktops are switched off every night and logged out during lunch hours or prolonged absence.	RFO	31/03/2011	✓
0	Physical	Total dependence on computers	RFO/IT consultant	Medium High	6	Regular checking of server by IT consultant. Top level AV software. Upgrade ADSL router to contain inbound firewall rules.	RFO	31/03/2011	✓
0	Technical	Loss of emails through server failure or ADSL failure	Head of Finance to investigate costs and proceed if within IT budget.	Medium Medium	4	Head of Finance to investigate costs and proceed if within IT budget.	Head of Finance	01/04/2012	✓
565	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Medium High	6	Commission IT audit and implement recommendations. See separate risks	RFO	31/03/2011	✓
0	Technical	Illegal access to data	RFO	Medium Medium	4	Change user passwords every 90 days. Ensure passwords are a minimum 8 characters	RFO	31/03/2011	✓
0	Technical	illegal access to server	IT Consultant	Medium Medium	4	Lock down user remote access and configure alert reporting to appropriate users	RFO	31/03/2011	✓

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
0	Technical	BT ADSL failure causing email loss	RFO	Medium Medium	4	Purchase a backup mail relay and mail delivery service to cover BT ADSL connection or server failure	RFO	31/03/2012	
<u>Council Property and Documents</u>									
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Medium Medium	4	To maintain up to date inventory and asset register	Head of Finance	01/04/2012	
<u>Employment of Staff</u>									
0	Physical	Prevention of personal injury	Foreman	High High	9	Make it disciplinary offence to ignore procedure - specify equipment/clothing in risk assessment for each job - monitor staff compliance by observation	Foreman/Management	01/04/2012	
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Medium Medium	4	Six monthly appraisals - IIP attestation - annual review by council	RFO	31/03/2010	

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood	Score	Action to be taken	Action by person/position	Action by date	
352	Professional	Attacks on Personnel	<p>Ensure that an effective security system is in operation.</p> <p>Ensure appropriate insurance cover held.</p> <p>Ensure other workers in building are aware of staff working alone.</p> <p>Ensure staff have telephone access at all times during their work.</p> <p>Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.</p>	<p>Medium</p> <p>High</p>	6	<p>New system for receptionist area. Employer liability insurance reviewed annually. Lone working procedures including mobile phones for emergency situations.</p>	RFO	31/03/2010	
358	Professional	Loss of key staff	<p>Ensure procedures for key functions are documented.</p>	<p>Medium</p> <p>Medium</p>	4	<p>Ensure procedures for key functions are documented and backed up by at least one employee in addition to the primary job holder.</p>	Clerk/Heads of Service	31/03/2010	
Financial Management									
0	Administration/ Legal	Loss of sales	RFO	<p>Medium</p> <p>Medium</p>	4	<p>Instal RBS Bookings system</p>	RFO	31/03/2011	
Land									
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	<p>Determine responsibility for security documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping.</p> <p>Maintain a copy of each deed for administrative purposes.</p>	<p>Medium</p> <p>High</p>	6	<p>Ownership of Land/Buildings and details of any covenants to be established from Deeds/ Land Registry/Charity commission etc and if necessary checked legally. Details should be recorded in an asset register.</p>	Town Clerk/RFO	30/06/2012	

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
255	Physical	Maintenance of fences, hedges, gates, footpaths etc.	<p>Define responsibility for maintenance and ensure that a planned programme is in place.</p> <p>Ensure that any service contracts are properly signed and sealed.</p> <p>Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met.</p> <p>Enforce penalties for non performance.</p>	<p>Medium</p> <p>High</p>	6	Instal job sheets system containing staff required, risk assessment, time allocation etc. Inspection regime to identify repair jobs which need doing.	Amenities Manager	31/03/2010	
Open spaces									
0	Administration/ Legal	Absence of agreements with users, permits etc	<p>Ensure that signed contracts/agreements/permits are place where necessary covering all users, agencies, committees operating on Council behalf (Street Markets, Allotments, Tennis Courts, Hanging Baskets, Xmas Lights, Street Traders etc.)</p> <p>Maintain a register which covers inter alia public liability and responsibilities of both parties.</p>	<p>Medium</p> <p>High</p>	6	Review existing agreements to ensure all areas covered. Implement register for controlling renewal and new areas.	Head of Amenities	30/06/2012	
0	Administration/ Legal	Control of contractors employed by the Council.	Facilities Manager	<p>Medium</p> <p>High</p>	6	Inspection of contractors' insurance and H & S policy. Use of constructionline contractors over £5000. Regular inspection of work to agreed standard.	Amenities Manager	31/03/2010	

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
0	Environmental	Bad weather	Facilities Manager	Medium Medium	4	Review local non-statutory actions to assist community. Ensure our actions are insured. Obtain snow plough to clear critical areas and town centre pavements. Obtain own stockpile of salt/grit and increase number of salt bins annually.	Amenities Manager	31/03/2010 ✓
0	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Regular meetings /liaison with Police. Removal of Graffiti, Fly Posting. Abandoned Bicycles - regular town drive through.	Amenities Manager	31/03/2010 ✓
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Medium Medium	4	Instal security lights and alarms on fire escape at East Court to deter access to roof.	Amenities Manager	31/03/2011 ✓
320	Environmental	Pollution	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Medium Medium	4	Dangerous chemicals at Cemetery kept in proper container. Health & Safety audit periodically. Regular site inspection.	Amenities manager	31/03/2010 ✓
0	Physical	Injury to public or employees as a result of defective vehicles or machinery	Inspection of machinery by operatives and inspection of log by Manager.	Medium High	6	Maintain log of MOT and machinery servicing ensuring these are always up to date. Regular inspection of Tyres etc by Foreman.	Amenities Manager	31/03/2010 ✓

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
441	Physical	Personal injury	<p>Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users.</p> <p>Arrange regular site inspection to ensure that defined standards are being maintained.</p> <p>Ensure that, where necessary, appropriate signage is in place.</p> <p>Maintain detailed records.</p> <p>Ensure appropriate insurance cover in place.</p>	<p>Medium</p> <p>High</p>	6	<p>Regular inspection by Caretakers and maintenance team. Public and employers liability insurance checked annually. Signage improved. Independent checks on fire safety, electrical and gas safety, building surveys.</p>	Amenities Manager	31/03/2010	<input checked="" type="checkbox"/>
0	Physical	Dangerous machinery or substances	Facilities Manager	<p>Medium</p> <p>Medium</p>	4	Maintain log of courses attended - ensure new employees are trained as necessary - keep log of when refresher courses required - staff appraisals to identify training needs. Provide adequate annual budget.	Clerk/Heads of Service	31/03/2010	<input checked="" type="checkbox"/>
0	Physical	Health risks associated with the land	Facilities Manager to maintain log	<p>Medium</p> <p>High</p>	6	Make available and provide to exposed employees recommended inoculation. Maintain log and remind employees for revaccination.	Amenities Manager	31/03/2010	<input checked="" type="checkbox"/>
0	Physical	Risks involve in generic work activities	Foreman	<p>Medium</p> <p>Medium</p>	4	Risk assessment for each job should cover generic activities.	Amenities Manager	31/03/2010	<input checked="" type="checkbox"/>
0	Physical	Condition of ladders	Record results in log book - Foreman	<p>Medium</p> <p>Medium</p>	4	Regular inspection of ladders before use - replace defective items.	Amenities Manager	31/03/2011	<input checked="" type="checkbox"/>

Planning & Development Control

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Environmental	Expending resources on projects which are not deliverable by EGTC	Clearly we can only exert influence and not control over what happens at levels above us and from which the investment is procured. Close liaison and representation, especially with District, at an early stage in the planning process. Joint collaboration on District Plan and joint committees involving officers and members from District and Town.	High High	9	Continuous audit of plans for achievability. Fostering relations and improving relationships so as to exert more influence at higher tiers.	Town clerk /Planning Committee		
Play Areas									
0	Administration/ Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Medium High	6	Accident book maintained in Genral Office. Complaints/Compliments reported by each Head of Service in monthly report.	Heads of Service	31/03/2010	<input checked="" type="checkbox"/>
0	Financial	Inadequate insurance cover	To include all relevant risks on the councils insurance policy	Medium High	6	Insurance schedule reviewed annually.	RFO	31/03/2010	<input checked="" type="checkbox"/>

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
0	Physical	Personal Injury	<p>Define responsibility for regular inspection of play areas.</p> <p>Define responsibility for and ensure regular inspection of play equipment & play surfaces</p> <p>Arrange periodical inspection and report by suitably qualified professional.</p> <p>Ensure that inspection timetable is adhered to and inspection log completed.</p> <p>Maintain records of all inspections/maintenance.</p> <p>Ensure that a maintenance contract is in place.</p>	Medium High	6	Regular inspection by Outside Services team and recorded in log book. Annual inspection by ROSPA and insurers.	Amenities Manager	31/03/2010
11	Administration/ Legal	Maintenance of diary of events etc	<p>Determine responsibility for maintenance of events diary.</p> <p>Completed booking/application for a prerequisite to facility hire.</p> <p>All applications to be cross referenced to account/receipt number and filed.</p>	Medium High	6	Review procedures and implement new computerised system. Invoicing done independently by Finance Officer and deposits reconciled by RFO.	Amenities Manager/RF O	31/03/2010
400	Administration/ Legal	Failure to complete user agreements	<p>Determine responsibility for dealing with user applications.</p> <p>Completed agreement to be a prerequisite of facility hire.</p> <p>Arrange periodical review of conditions of use etc.</p>	Medium High	6	Review user conditions of hire and booking procedures. Check for legality, health & safety issues.	Amenities Manager	31/03/2011

Public buildings and Village hall

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
271	Physical	Hazardous substances	<p>Define responsibility for use and control.</p> <p>Provide for any necessary training.</p> <p>Provide for appropriate protective clothing.</p> <p>Ensure that any necessary licences, certificates for use have been obtained.</p> <p>Ensure that security is sound.</p> <p>Ensure that any disposals are properly dealt with.</p> <p>Maintain proper records.</p>	<p>Medium</p> <p>High</p>	6	<p>Maintain a record of the location and type of hazardous substance.</p> <p>Ensure that the necessary training has been given to employees who handle these substances.</p>	Amenities Manager	31/03/2010	<input checked="" type="checkbox"/>
269	Physical	Vandalism	<p>Maintain efficient and effective security.</p> <p>Maintain liaison with local enforcement agencies.</p> <p>Take action as appropriate against offenders.</p>	<p>Medium</p> <p>High</p>	6	<p>Provide appropriate trained security at venues when public functions are held. Ensure that hirers are aware of their responsibilities. Take deposit from each hirer to cover damage. Insure liabilities.</p>	Amenities Manager	31/03/2010	<input checked="" type="checkbox"/>
268	Physical	Theft	<p>Determine responsibility for security.</p> <p>Ensure that security of all plant, equipment and premises is recognised as a priority.</p> <p>Provide for required staff training</p> <p>Maintain register of assets.</p> <p>Maintain liaison with local enforcement agencies.</p>	<p>Medium</p> <p>Medium</p>	4	<p>Machinery and Vehicles locked in cemetery compound overnight with alarms and CCTV monitored by Cemetery Foreman who lives in Cemetery Lodge and controls gates. Asset register maintained by RFO and physical check annually.</p>	Amenities Manager/RFO	31/03/2010	<input checked="" type="checkbox"/>

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
264	Physical	Fire	<p>Ensure Health/Safety testing complete.</p> <p>Ensure appropriate staff training</p> <p>Provide for strict security/control of combustible materials held by council.</p> <p>Provide appropriate extinguishers etc.</p> <p>Ensure appropriate signage in place.</p> <p>Ensure appropriate regulations/controls in hire documentation.</p>	<p>Medium</p> <p>High</p>	6	<p>Independent Fire safety review for each building. Regular evacuation practices and test of alarms. Six monthly check of smoke detectors and annual maintenance of extinguishers.</p>	Amenities Manager	31/03/2010	<input checked="" type="checkbox"/>
263	Physical	Maintenance of buildings	<p>Define responsibility for maintenance.</p> <p>Carry out regular inspections of all buildings.</p> <p>Ensure that where appropriate proper contractual arrangements are in place.</p> <p>Arrange staff training where required.</p> <p>Maintain detailed records of all work scheduled/completed</p>	<p>Medium</p> <p>High</p>	6	<p>Health & Safety risk assessment room by room. Regular inspection and maintenance regime. Log inspections.</p>	Amenities Manager	31/03/2010	<input type="checkbox"/>
Public Conveniences									
295	Financial	Failure to achieve desired standard of cleaning/hygiene	<p>Define responsibility for cleanliness/hygiene of premises.</p> <p>Provide appropriate staff training.</p> <p>Maintain a maintenance log/cleaning regime.</p> <p>Arrange for periodical checks.</p>	<p>Medium</p> <p>Medium</p>	4	<p>Staff properly trained - log kept of cleaning</p>	Amenities Manager	31/03/2010	<input checked="" type="checkbox"/>

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
283	Physical	Hazardous substance control and needle stick injuries	Determine responsibility for use and control. Provide for any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Medium High	6	East Court public conveniences locked at night. Staff trained in needle stick hazards and provided with protective clothing.	Amenities Manager	31/03/2010	
Shelters & Seats									
0	Environmental	Vandalism	Maintain liason with enforcement agencies. Determine policy for dealing with offenders.	Medium Medium	4	Meetings/Liaison with Police to pick up persistent offences. Regular patrols of Bus Shelters and Seats are logged.	Amenities Manager	31/03/2010	
0	Technical	Inadequate maintenance of shelters & seats	Determine responsibility for maintenance of property. Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repairs and maintenance.	Medium Medium	4	Regular inspection and log by Outside Services Team - repairs to dangerous items inhouse.	Amenities Manager	31/03/2010	

Street/Footway Lighting

LCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood	Score	Action to be taken	Action by person/position	Action by date	Action completed
203	Environmental	Failure to provide lighting	Monitor Service Level Agreement with major authority on a regular basis Report any faulty lights as soon as possible Monitor service performance and enforce agreement conditions.	Medium Medium	4	Monitor repair or replacement and keep service provider to terms of agreement.	Amenities Manager	31/03/2010	✓
205	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Meetings/Liaison with Police. Log of regular inspection and report damaged or defective equipment to service provider.	Amenities Manager	31/03/2010	✓
Tourism									
205	Physical	Inadequate budget provision	Ensure that service requirement is included in annual budget process	Medium Medium	4	Prepare adequate budget annually taking account of new opportunities or attractions such as Bluebell.	Tourism Manager	31/03/2010	✓
Web Sites									
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.	Medium High	6	Continuous audit by inputter to website.	Town Clerk		

LCCRS 7. Action Plan

East Grinstead Town Council Assessment for year 2011 To 2012

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
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 Medium	6	ensure that a minimum of two people are trained in updating the website	Clerk	31/03/2010

No of issues listed: 58

Submitted to council: _____

Minute reference: _____

Date: 15 | 3 | 2012

Signed by chairperson - _____

Signed by responsible Finance officer - Barry Male _____

How to complete:
 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 point no. - the rank position of the risk, used to prioritise the risk.