



SHERBORNE TOWN COUNCIL

RISK MANAGEMENT POLICY 2025/26

RISKS IDENTIFIED	RISK RATE	MANAGEMENT OF RISK
Administration/Staff		
Waste and misappropriation of funds	Low	• Taking up references and checks before appointment of staff • Offers of employment made subject to satisfactory references/checks • Permanent contracts offered only after successful completion of 6-month probation period
Unqualified or inexperienced staff	Low	• Appointment of Experienced/Qualified Town Clerk and RFO with defined responsibilities • Staff training provided as required and subject to budgetary constraints • External Contractors Insurance and H&S Documents obtained
Inappropriate activity or behaviour of staff bringing the Council into disrepute	Low	• Probationary period and Disciplinary Rules and Procedures contained in the Employee Manual • All Employees using STC vehicles provide annual declaration regarding driving offences
Fraud and corruption	Low	• Fidelity Guarantee with Aviva (Annual Review of insurance cover with Director of WPS, STC's Insurance Brokers) • Access to legal advice via DAPTC, NALC and WorkNest HR and Employment Law Advisors
Activities being outside legal powers	Low	• Financial Regulations governing all financial activities (reviewed annually) • Standing Orders governing the operation of the Council (reviewed annually) • Expenditure presented to Council for approval has the relevant Local Government Act detailed • General Power of Competence
Electors rights not being followed	Low	• Prompt production and publication of Annual Accounts
Improper expenditure under S137	Low	• Independent Internal Auditor appointed with three checks per year
Overspending of budgets and poor financial management	Low	• Annual estimates and regular monitoring of expenditure against budget and regular reports presented to Council • Independent Treasury / Financial Advisers appointed in partnership with other Dorset Councils • Investment / Treasury Management Policy approved.
Loss/theft of council property	Low	• Maintenance of Asset Register and Annual Audit • External lighting and intruder alarms at certain location
Lone working/injury to staff	Low	• Staff all supplied with instructions in employee manual

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		• Advice given to step away from confrontational situations • Mobile phones available to staff lone working • Staff related Risk Assessments being constantly reviewed, expanded and updated • Grounds Maintenance Team issued with Chaperone Device from specialist organisation • Staff training in key areas held periodically (first aid, fire safety, manual handling) • Comprehensive H&S files detailing all actions/activities • Ongoing H&S meeting of Town Clerk, Grounds & Property Manager and Facilities Officer • Staff, Health & Safety Portfolio Holder to attend H&S meeting annually •
Accidents caused by use of mobile phones when driving	Low	• Staff all supplied with instructions in employee manual
Data Breaches	Low	• GDPR policies and procedures approved by STC 13 May 2021 and reviewed annually
Allotment Sites		
Damage/Vandalism/Graffiti	Low	• Material damage insurance cover plus Public Liability Insurance with Aviva
Lack of Security	Low	• Monthly/Weekly/Daily visual inspection and H&S checks • Any defects or remedial work undertaken in house or by qualified/specialist contractor
Personal injury through accidents etc	Low	• Public Liability Insurance • Health and Safety Guidance document issued March/April 2014 to all existing tenants and to all new allotment tenants • Risk assessments being updated and then reviewed annually. • Control of Substances Hazardous to Health (COSHH) documentation updated annually
Loss of income through poor management and badly maintained sites	Low	• Periodic plot inspection to ensure correct use • Regular rotovating of vacant plots, hedge trimming and path strimming • Up to date waiting lists for plots
Damage to fencing and gates	Low	• Monthly/Weekly/Daily visual inspection and H&S checks • Any defects or remedial work undertaken in house or by qualified/specialist contractor.
Abbey Close, Conduit and Bow Arch		
Damage/Vandalism/Graffiti to War Memorial, walls, gates floodlights, paths and roadway	Medium	• Material damage insurance cover plus Public Liability Insurance with Aviva • Monthly/Weekly/Daily inspections, and completion of H&S checklist

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		Any defects and remedial action undertaken in house or by specialist contractor
Personal injury through accidents etc	Low	- Public Liability Insurance - Site specific risk assessments being updated and then reviewed - Control of Substances Hazardous to Health (COSHH) documentation updated annually
Bus Shelter/Street Furniture/Planters		
Damage/vandalism/Graffiti	Low/Medium	- Material damage insurance cover plus Public Liability Insurance with Aviva - Monthly/Weekly/Daily inspections and completion of H&S checklist – - Any defects and remedial action undertaken in house or by specialist contractor
Personal injury through accidents etc	Low/Medium	- Public Liability Insurance - Site specific risk assessments updated and then reviewed annually
Cemetery & Associated Buildings		
Damage/Vandalism/Graffiti to buildings and memorials	Low/Medium	- Material damage insurance cover plus Public Liability Insurance with Aviva - Building tests including fire risk assessment, electrical inspection, small electrical appliances testing, fire extinguishers testing, inspections of appliances & boilers and servicing, fire alarm & intruder alarm inspections - Monthly/Weekly/Daily visual inspection and completion of H&S checklist - any defects or remedial work undertaken in house or by qualified/specialist contractor - Cemetery gates shut at dusk by Cemetery Lodge tenant
Personal injury through accidents etc	Low	- Public Liability Insurance - Site specific risk assessments being updated and then reviewed - Control of Substances Hazardous to Health (COSHH) documentation updated annually
Unstable memorials	Low	Memorials checked periodically with unstable memorials staked and bound
Loss of revenue through poor management and badly maintained cemetery	Low	- Business Interruption Cover through Aviva - Planned Preventative Maintenance Survey undertaken 2011 with 5-7 year maintenance/repair programme recommended - Computerised and manual record systems in place and all allocations of grave spaces checked by two members of staff
Trees	Low	Tree Inspection Surveys carried out during 2021.

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Open graves prior to interment	Low	STC employees digging graves from April 2016 to ensure H&S compliance - Earth box, shuttering/shoring up equipment and lockable lid purchased to ensure that graves dug one day for the following day's burial are not easily accessible hence no open graves
Digby Hall		
Damage/Vandalism/Graffiti to building	Low	- Material damage insurance cover plus Public Liability Insurance with Aviva - Building tests including fire risk assessment, electrical inspection, small electrical appliances testing, fire extinguishers testing, inspections of appliances & boilers and servicing, fire alarm & intruder alarm inspections - Monthly/Weekly/Daily visual inspection and completion of H&S checklist - Any defects or remedial work undertaken in house or by qualified/specialist contractor - CCTV camera system monitoring car park, front entrance and Wingfield Room entrance
Personal injury through accidents etc	Low	- Public Liability Insurance - Site specific risk assessments updated and reviewed annually - Control of Substances Hazardous to Health (COSHH) documentation updated annually
Loss of revenue through damaged, badly maintained facilities	Low	- Business Interruption Cover through Aviva - Planned Preventative Maintenance Survey undertaken 2011 with 5–7year maintenance/repair programme recommended - In-house cleaning schedule in place - Caretaker system in place
Personal Injury to hirers	Low	Private events covered by Public Liability Insurance. Commercial Events – hirers obtain their own Public Liability Insurance with copies provided to STC
Cemetery Lodge & Westbury Hall		
Damage/Vandalism/Graffiti to building	Low	- Material damage insurance cover plus Public Liability Insurance with Aviva - Any defects or remedial work undertaken in house or by qualified/specialist contractor
Loss of revenue through damaged, badly maintained facilities	Low	- Business Interruption Cover through Aviva - Planned Preventative Maintenance Survey undertaken 2011 with 5–7 year maintenance/repair programme recommended
Non-payment of rent by tenant	Low	Adequate referencing of tenant and recourse to legal advice and court action if necessary
Personal injury to tenant	Low	- Public Liability Insurance - Site specific risk assessments updated and reviewed annually

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		Control of Substances Hazardous to Health (COSHH) documentation updated annually
The Manor House		
Damage/Vandalism/Graffiti to building	Low	- Material damage insurance cover plus Public Liability Insurance with Aviva - Monthly/Weekly/Daily visual inspection and completion of H&S checklist - Any defects or remedial work undertaken in house or by qualified/specialist contractor - Building tests including fire risk assessment, electrical inspection, small electrical appliances testing, fire extinguishers testing, inspections of appliances & boilers and servicing, fire alarm & intruder alarm inspections, lift inspections, emergency lighting inspections
Personal injury to officers, councillors or tenants from third parties	Low	- CCTV system with cameras monitoring main front and rear entrances - Control of Substances Hazardous to Health (COSHH) documentation updated annually
Loss of revenue through damaged, poor management and badly maintained facilities	Low	- Business Interruption Cover through Aviva - Planned Preventative Maintenance Survey undertaken 2011 with 5–7 year maintenance/repair programme recommended
Parks, Gardens, Open Spaces, Quarr Nature Reserve, Amenity Areas, Play Areas & Skate Park		
Damage/Vandalism/Graffiti to buildings, street furniture, paths, grass and planted areas, play equipment, fencing, litter and broken glass accumulation, dog fouling causing serious injury	Low/medium	- Material damage insurance cover plus Public Liability Insurance with Aviva - Monthly/Weekly/Daily visual inspection and completion of H&S checklist - Any defects or remedial work undertaken in house or by qualified/specialist contractor - Daily inspections and Annual ROSPA inspection of play equipment - Fenced area kept clear of dogs for children's play and sports use - Notices erected banning dogs from fenced area
Personal injury through accidents etc	Low/medium	- Public Liability Insurance Skate Park - Notice disclaimers (use of safety helmets and body protection equipment) - Site specific risk assessments being updated and then reviewed - Control of Substances Hazardous to Health (COSHH)documentation being updated
Loss of revenue through damaged, badly maintained facilities	Low	Business Interruption Cover through Aviva
Tree	Low	Tree Inspection Surveys are ongoing as required.

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Terrace Playing Field, Buildings & Storage		
Damage/Vandalism/Graffiti to buildings, street furniture, paths, grass and planted areas, play equipment, fencing, litter and broken glass accumulation, dog fouling causing serious injury	Low/medium	• Material damage insurance cover plus Public Liability Insurance with Aviva • Monthly/Weekly/Daily visual inspection and completion of H&S checklist • Any defects or remedial work undertaken in house or by qualified/specialist contractor • Daily inspections and Annual ROSPA inspection of play equipment • Grounds Maintenance Team trained by ROSPA • Fenced areas kept clear of dogs for children's play and sports use • Notices erected banning dogs from fenced areas. • Building tests including fire risk assessment, electrical inspection, small electrical appliances testing, fire extinguishers testing, inspections of cookers boilers and service of boilers, fire alarm & intruder alarm inspections, lift inspections, emergency lighting inspections. • Agreements in place with Tennis, Football, Rugby and Cricket clubs re facility use
Personal injury through accidents etc	Low/medium	• Public Liability Insurance • Site specific risk assessments updated and reviewed annually • Control of Substances Hazardous to Health (COSHH) documentation being updated
Loss of revenue through damaged, badly maintained facilities	Low	• Business Interruption Cover through Aviva • Planned Preventative Maintenance Survey undertaken 2011 with 5-7 year maintenance/repair programme recommended
Trees	Low	• Tree Inspection Surveys carried out regularly.
Faulty, badly maintained or dangerous equipment	Low/medium	• Annual servicing of all machinery by qualified contractor • Advice on use of equipment provided to all staff • Weekly maintenance check of all equipment
Damage/vandalism to cars in car park	Low	• Disclaimer Notice (vehicles parked at owners' risk)
Illegal Traveller Encampment	Medium	• High security chains and padlocks • New fencing installed • Restriction and height barriers installed
Vehicles, Plant & Machinery		

RISKS IDENTIFIED	RISK RATE	MANAGEMENT OF RISK
Loss, vandalism, damage or misuse of grounds maintenance vehicles, equipment and tools	Low	Material Damage insurance cover plus Public Liability Insurance with Aviva and Motor Insurance Cover
Personal injury through accidents etc	Low/Medium	- Public Labiality Insurance - Risk assessments for the use of vehicles, plant & machinery updated and reviewed annually - Training always reviewed and updated as required.
Faulty, badly maintained or dangerous equipment	Low	- Annual servicing of all machinery by qualified contractor - Advice on use of equipment provided to all staff - Weekly maintenance check of all equipment

<i>Business Continuity Strategy</i>		
Loss of continuity of service provision in the event of a business disruption or a disaster	Low	- Sherborne Town Council IT storage is managed by Four Counties Services Ltd. All data is backed-up and saved to the Cloud. - Regular remote monitoring of all STC systems by Four Counties Services Ltd.