

LCRS 7. Action Plan

Shrewsbury Town Council Assessment for year 2014 To 2015

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
	<u>Bonfire Celebrations</u>								
0	Physical	Fire	<p>Ensure Health/Safety testing complete.</p> <p>Ensure appropriate staff training.</p> <p>Provide for strict security/control of all fireworks and other combustible materials.</p> <p>Provide appropriate extinguishers etc.</p> <p>Ensure appropriate signage in place.</p> <p>Ensure appropriate regulations are followed.</p> <p>Work with Bronze Level Tasking Partners (Team Shrewsbury) on a collaborative approach to discourage unauthorised bonfires</p>	<p>Medium</p> <p>Medium</p>	4	Liaison with Police, Fire & Severnside Housing with joint PR Campaign. Regular inspection of problem sites. Report to Central Shropshire BLT	Rob Plimmer/Mark Harris/Stuart Farmer	31/03/2015	<input checked="" type="checkbox"/>
0	Physical		<p>Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users.</p> <p>Arrange site inspection to ensure that defined standards are being maintained.</p> <p>Ensure that, where necessary, appropriate signage is in place.</p> <p>Arrange attendance of First Aid/ambulance service.</p> <p>Work with Bronze Level Tasking Partners (Team Shrewsbury) on a collaborative approach to discourage unauthorised bonfires</p>	<p>Medium</p> <p>Medium</p>	4	Liaison with Police, Fire & Severnside Housing with joint PR Campaign/Report to Central Shropshire BLT	Rob Plimmer/Mark Harris/Stuart Farmer	31/03/2015	<input checked="" type="checkbox"/>
	<u>Bus Shelters</u>								

LCRS 7. Action Plan

Shrewsbury Town Council Assessment for year 2014 To 2015

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
88	Environmental	Vandalism	<p>Arrange regular monitoring of sites. Liaise with local enforcement agencies.</p> <p>Instigate appropriate action against offenders.</p> <p>Put on the Neighbourhoods Warden Rota</p>	Medium Medium	4	Regular overseeing of work carried out by contractor. Liaise with local police and record an incident number for future use.	Mark Harris/Stuart Farmer	31/03/2015	
102	Physical	Maintenance of Bus Shelters	<p>Ensure that property is entered on a schedule for periodical maintenance.</p> <p>Maintain proper records of work carried out.</p> <p>Carry out periodical physical inspection.</p>	Medium Medium	4	Regular overseeing of work carried out by contractor. Appoint In-house staff to vlean & monitor. Ongoing maintenance with records kept & periodical inspections instigated. Use safety materials and plan for certain areas	Mark Harris/Stuart Farmer	31/03/2015	
Community Centres									
140	Environmental	Vandalism	<p>Review security and monitor all areas on a regular basis</p> <p>Maintain liaison with local enforcement agencies.</p> <p>Define a policy for dealing with anti-social behaviour.</p> <p>Instigate legal action against perpetrators where appropriate.</p> <p>Work with Bronze Level Tasking Partners (Team Shrewsbury) to raise local ASB awareness</p>	Medium Medium	4	Liaise with Community Centre Management Committee.	Mark Harris/Stuart Farmer	31/03/2015	

LCRS 7. Action Plan

Shrewsbury Town Council Assessment for year 2014 To 2015

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
128	Financial	Failure to collect income	<p>Define responsibility for collection of income.</p> <p>Maintain an effective receipting system.</p> <p>Provide for prompt banking.</p> <p>Maintain proper records of income received and banked</p> <p>Enforce provisions of user agreements</p> <p>Provide for periodical reconciliation and financial report to council</p>	Medium Medium	4	Bookings to be overseen by RFO	Andy Watkin	31/03/2015 <input checked="" type="checkbox"/>
							<ul style="list-style-type: none"> SL in operation. analytical review of increases/decreases. computerize spreadsheets in the future 	
	Drainage							
146	Environmental	Flooding	<p>Define responsibility for dealing with floods.</p> <p>Ensure that effective arrangements are in place to deal with any council responsibility.</p>	Medium Medium	4	Review all locations	Gary Farmer	31/03/2015 <input checked="" type="checkbox"/>
							<ul style="list-style-type: none"> liaison with head of logistics over closure of site access gates 	
	Open spaces							
0	Environmental	Vandalism	<p>Maintain liaison with local enforcement agencies.</p> <p>Take action as appropriate against offenders.</p> <p>Working with Bronze Level Tasking Partners (Team Shrewsbury) to collectively address ASB Issues</p>	Medium Medium	4	Countryside Staff to regularity visit sites and report any offenses to enforcement officers. Maintain ASB Logs for Team Shrewsbury Reporting.	Gary Farmer/Rob Plimmer	31/03/2015 <input checked="" type="checkbox"/>

Public Conveniences

LCRS 7. Action Plan

Shrewsbury Town Council Assessment for year 2014 To 2015

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
294	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders. Working with Bronze Level Tasking Partners (Team Shrewsbury) to collectively address ASB Issues	Medium Medium	4	Daily Inspections by cleaning staff. Adhoc Inspections as part of Town Warden functions. Visits by Operations Technician. Liaison with Police. Maintain ASB Logs for reporting to Team Shrewsbury	Gary Farmer/Rob Plimmer	31/03/2015 <input checked="" type="checkbox"/>
295	Financial	Failure to achieve desired standard of cleaning/hygiene	Define responsibility for cleanliness/hygiene of premises. Provide appropriate staff training. Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Medium Medium	4	Cleaning Manuals provided to all cleaning personnel. Tick off sheets returned monthly. Operational Technician to carry out spot checks and report findings to Operations Manager	Gary Farmer/Rob Plimmer	31/03/2015 <input checked="" type="checkbox"/> No longer request tick off sheets, staff regularly monitored, & record entries via diary notes
284	Physical	Water supply	Define responsibility. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	Medium Medium	4	Regular Inspections & cleaning regime by cleansing personnel	Gary Farmer	31/03/2015 <input checked="" type="checkbox"/>
282	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Medium Medium	4	Regular Inspections & cleaning regime by cleaning personnel. Visits by Operational Technician	Gary Farmer	31/03/2015 <input checked="" type="checkbox"/>
280	Physical	Security	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Medium Medium	4	Visits by Operational Technician. Liaise with Police & Building Manager	Gary Farmer/Rob Plimmer/Mark Harris	31/03/2015 <input checked="" type="checkbox"/>

LCRS 7. Action Plan

Shrewsbury Town Council Assessment for year 2014 To 2015

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
0	Environmental	Vandalism	Maintain liaison with enforcement agencies. Determine policy for dealing with offenders. Working with Bronze Level Tasking Partners (Team Shrewsbury) to collectively address ASB Issues	Medium Medium	4	Staff to report any vandalism whilst on their routes. Staff who have seats within their work areas to inspect regularly	Mark Harris/Stuart Farmer	31/03/2015
0	Environmental	Vandalism	Take reasonable action to maintain security of site. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders. Working with Bronze Level Tasking Partners (Team Shrewsbury) to collectively address ASB Issues	Medium Medium	4	Weekly inspections by Play Maintenance Technician	Gary Farmer	31/03/2015

plus assistance for Neighbourhood Wardens

LCRS 7. Action Plan

Shrewsbury Town Council Assessment for year 2014 To 2015

Action
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
-----	------	--------	---------	----------------------	-------	--------------------	------------------------------	-------------------

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - *F&GP* _____

Signed by responsible Finance officer - *Andy Watkin* _____

No of issues listed: **15**

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.