



Risk Management & Assessment Framework

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High Level View

Following training at LRALC earlier this year and the H&S Safety Inspection and subsequent report we now have a clear view of what we need to do and when. The challenge is to now make matters operational.

Following the auditor reports we resolved to adopt on 5th October 2016 a Financial & Risk Management Assessment (151/16) – these assessments guide us on projects, staff actions and operational matters.



This document hopefully gives members a high level view of how the Clerk and any resources we have intend to manage risk, ensure our assets are maintained and respond to any potential issue which may implicate the Council.

Uppingham Town Council - Operational Risks Across Our Assets

Asset	Risk Regime	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Town Hall	Monthly Visual Inspection*	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
	Annual Specialist					◆							
	Employee Workspace			◆			◆			◆			◆
Tod's Piece (Park)	Weekly Visual Inspection*	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
	Quarterly Specialist	◆			◆			◆			◆		
	Annual Specialist								◆				
Cemetery	Monthly Visual Inspection*	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Open Spaces	Monthly Visual Inspection*	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Trees	Bi-Annual Visual Tree Assessment			◆									
Friday Market	Weekly Visual Inspection	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆

Note: *These inspections are to be captured using Public Sector Software application by mobile phone or tablet and then uploading to our own dashboard. From here an audit trail of assets can be maintained. It can also be the medium to progress purchase orders for maintenance or potential insurance claims both for or against the Council.

- Key:
- ◆ Undertaken by UTC staff to monitor issues (weekly – destination locations)
 - ◆ Undertaken by UTC staff to monitor issues (monthly / quarterly)
 - ◆ Specialist to check high use assets to monitor wear and tear
 - ◆ Specialist to check and sign off annually as per insurance or ROSPA regulations
 - ◆ Specialist to check and sign off bi-annually trees requiring maintenance or removal

Specific activities for each asset:

Town Hall

1. Undertake recommended risk assessments daily/weekly/monthly which include:

- ❖ Catering
- ❖ Cleaning
- ❖ Fire Evacuation
- ❖ Office Environment
- ❖ Hirer's Information / Awareness
- ❖ Third Party Visits

Tod's Piece / Cemeteries / Other Open Spaces / Allotments / Friday Market

2. Undertake recommended risk assessments daily/weekly/monthly which include:

- ❖ Weekly / Monthly inspections with PSS App
- ❖ Litter Picking
- ❖ SHARPS

Policies / Checklists and Procedures for Third Parties & Hirers

3. Maintain all policies for updates, undertake recommended checklists across assets and ensure third parties and hirers understand their obligations when using Council assets:

- ❖ Review policies annually
- ❖ Use contractor induction process, contractor safety rules, contractor checklist, adherence and awareness of asbestos report.
- ❖ Operationalise H&S Policy including the specific action plan post visit. These include the following:
- ❖ COSHH, First Aid Training, Isolation Procedures, Ladder Policy, Lone Working, Manual Handling, Mobile Phones & Headsets, No Smoking, Personal Protective Equipment Procedures, Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), SHARPS and Working at Height Policy.

Next Steps:

1. Consider implications for budgets for 2018/19
2. Consider how this is operationalised through existing and potential resource going forward
3. Look to make sure any additional burden is implemented as cost efficiently as possible without compromising Council risks.