



ALCESTER TOWN COUNCIL

RISK ASSESSMENT AND MANAGEMENT

MARCH 2026

| Area | Risk | Level | Control <i>(and agreed improvements shown in bold type)</i> |
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| Assets | Protection of physical assets | M | <ul style="list-style-type: none"> · Buildings and other assets insured. · Asset register maintained. · ATC's insurance reviewed in detail in June 2021 when new insurance policy with Aviva was taken out. · Insurance value increased annually by RPI. · Insurance cover reviewed at least annually. Renewed in June 2025 – 3 Year Long Term Agreement in place with Ecclesiastical Insurance Office plc · The Greig Hall is insured by Stratford-on-Avon DC under the lease. · Greig Hall CIO provides a copy of public liability insurance for the Greig Hall · Buildings and other assets checked regularly by staff and councillors. · Repairs carried out promptly when required. · CCTV installed at the EPCC. · Management plan produced for ongoing maintenance at the EPCC. · Specific risk assessments prepared for the EPCC, Cemetery, Allotments, Open Spaces and Play Areas. · Risk assessment carried out for Legionella at EPCC. · Regular water temperature checks carried out and recorded. · Weekly checklist for grounds staff in place re cemetery <p>Risk assessment for EPCC to be reviewed in 2026. Risk assessment for Alcester Community Shed to be reviewed.</p> |
| | Maintenance of playground equipment | M | <ul style="list-style-type: none"> · Annual playground inspection by ROSPA. · Operational inspection carried out by independent company twice a year. · Facilities Manager keeps schedule of minor repair work which is completed promptly. · Groundsmen have had playground inspection training |

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| | | | <p>and make frequent visual inspections.</p> <ul style="list-style-type: none"> · Register of weekly playground inspections is maintained. · Town Clerk and Facilities Manager have also attended playground inspection training. · Playground reports sent to Lead Councillor for play areas. · New fencing installed at Jubilee Fields · Footpaths upgraded in Jubilee Fields |
| | Vehicles/Machinery | H | <ul style="list-style-type: none"> · Vehicles and machinery checked daily by Groundsmen. · Servicing and repairs undertaken as required. · New electric van leased 2024. · Servicing of van in accordance with lease. · Staff training on manual handling & First Aid. · Separate risk assessment agreed with grounds staff for use of machinery in February 2026 · EV charging point installed at EPCC |
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| Finance | Banking | M | <ul style="list-style-type: none"> · New financial regulations adopted July 2024 in accordance with new NALC version. · Accounts held with a high street bank. · Statements received monthly. · Bank reconciliation prepared monthly by Clerk and presented to F & GP Committee quarterly. · Councillor (who is not a bank signatory) appointed to check bank reconciliation. · Investment Strategy agreed and funds invested in the Public Sector Deposit Fund. · Cash received paid into banking hub promptly. · Bank signatories reviewed May 2023 after election. <p>Review Investment Strategy June 2026</p> |
| | Financial controls and records | M | <ul style="list-style-type: none"> · The Council has Financial Regulations which set out requirements. · Invoices are checked by Clerk and authorised for payment by two councillors. This is done by email. · Most payments are made by BACS transfer. · New payee details are required in writing. · Cheque book is stored safely. · Three signatures (two councillors plus Clerk) required for cheques. · Debit card is used by Town Clerk for items under £500. · Use of Debit Card procedure in place. · All BACS payments reported monthly to Full Council. · Internal and external audit · Bank mandate reviewed annually. · Direct debits reviewed annually, · Monthly management accounts presented to F & GP Committee by Town Clerk. · Management accounts presented quarterly to Full Council. · Financial software used for accounts. |

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| | | | <ul style="list-style-type: none"> Key man insurance taken out as part of insurance policy. Arrangements agreed with Cllr K Cargill to cover unexpected absence of Town Clerk to enable salaries to be paid. Business Contingency Plan in place. Cyber insurance in place. |
| | Comply with HMRC Regulations | L | <ul style="list-style-type: none"> Use help line when necessary. VAT claim made quarterly by Clerk in accordance with Making Tax Digital. Internal and external auditor to provide double check. |
| | Sound budgeting to underlie annual precept | M | <ul style="list-style-type: none"> Town Council prepares detailed budgets in the late autumn. Precept derived directly from this. Committees and Lead Councillors are involved in forward budget planning. Asked for contributions in October. Earmarked reserves are reviewed at year end to establish whether they are still required. If PWLB loans are required for particular projects, a business plan will be prepared to budget for repayments. Budget forward planning for 3 years introduced. |
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| Liability | Risk to third party, property or individuals | M | <ul style="list-style-type: none"> Insurance in place including public liability and employers liability. Greig Hall CIO has public liability insurance for the Greig Hall. Open spaces checked regularly. Trees investigated when damage reported. Tree inspection of all ATC trees undertaken in February 2026 and will be repeated every three years. Tree inspection undertaken on roadside trees in the Cemetery in 2021 and schedule of work identified. Now completed. Advice sought on tree maintenance when required. |

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| | | | <ul style="list-style-type: none"> Separate risk assessment carried out for each Health and Wellbeing project. Risk assessment reviewed for Youth Club in April 2025. Eligibility for General Power of Competence confirmed in May 2023. |
| | Legal liability as consequence of asset ownership | M | <ul style="list-style-type: none"> Frequent checks by Groundsmen of all Town Council owned land. Public liability insurance in place. Greig Hall CIO has taken out public liability insurance. Risk assessment of individual events are undertaken. All services are risk assessed when they are started. Clerk has undertaken training in risk assessment. New equipment added to insurance policy when acquired. Written records of ROSPA playground inspections kept. Cemetery rules and regulations reviewed February 2025. Weekly playground checks by grounds staff are recorded. Five yearly memorial inspection is carried out and recorded. Completed February 2024. Terms and conditions of hire of the EPCC reviewed in September 2021. Facilities Manager and Deputy Town Clerk have undertaken training in Cemetery management. Regular checks of the allotments by Facilities Manager. Lead Councillor for Footpaths carries out regular checks and report any issues to the office. <p>Allotment tenancy agreements to be reviewed in 2026</p> <p>Review terms and conditions of hire of EPCC in 2026 to take into account Martyn's Law.</p> |

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| Employer Liability | Comply with Employment Law | M | <ul style="list-style-type: none"> · Membership of SLCC and WALC. · Advice sought when needed. · Contracts for office staff reviewed and updated. · Contracts of employment for manual staff reviewed and updated. · Annual appraisals undertaken. · Grievance and Disciplinary policies updated in March 2023 in accordance with WALC guidance. · Sexual and General Harassment Policy adopted February 2025. · Flexible Working Policy adopted February 2025. · Maternity Leave and Pay Policy adopted May 2024. · Sexual Harassment training undertaken by Town Clerk. New harassment policy adopted and risk assessment undertaken |
| | Comply with HMRC requirements | M | <ul style="list-style-type: none"> · Sage payroll software used for payroll services and Council has subscription to support services. · Internal and external auditor carry out annual checks. |
| | Safety of staff and visitors | H | <ul style="list-style-type: none"> · Employees are given adequate direction and safety equipment to undertake their roles. · Staff training undertaken as required. · Office at Globe House is accessed via code entry door. · Clerk has undertaken evacuation training for Globe House. · WCC have undertaken Fire Risk Assessment at Globe House. · Weekly fire alarm checks by WCC. · First aid & Fire Awareness training arranged for staff. · Health and Safety policy adopted. · COSHH training undertaken by grounds staff, cleaner, Facilities Manager and Town Clerk. |

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| Legal Liability | Ensuring activities are within legal powers | H | <ul style="list-style-type: none"> · Clerk clarifies legal position on any new proposal. · Legal advice to be sought where necessary. · Councillors appoints solicitors for any significant legal work. |
| | Proper and timely reporting via the Minutes | M | <ul style="list-style-type: none"> · Full Council meets once a month and receives and approves Minutes of previous meeting. · Planning and Finance and General Purposes Committees meet monthly in accordance with published schedule. · Minutes made available to public on website. · Agendas are posted on website and on notice boards. |
| | Proper document control | M | <ul style="list-style-type: none"> · All records are stored securely at Globe House. · Electronic records are backed up remotely. · Land and buildings are registered at HM Land Registry. · Other data storage complies with Data Protection Act. · Entries in Register of Public Graves, Register of Burials, Grants of Exclusive Rights of Burial and minute Book all properly numbered and paginated. · Historic documentation has all be sent to County Records office. · Data Protection Policy approved by Full Council March 2026 · Document Retention Policy updated by Full Council March 2026 · IT and Email Policy approved by Full Council approved May 2025. <p>Ongoing review of data held in accordance with GDPR.</p> |
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| Councillor propriety | Registers of Interests. | H | <ul style="list-style-type: none"> · Register of interests completed and lodged with SDC as required. · Link to this information is available via ATC website. · Declaration of Interests is an agenda item for all meetings. |
| Training | Staff and councillors to be suitably trained | M | <ul style="list-style-type: none"> · Clerk has completed CILCA qualification. |

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| | | | <ul style="list-style-type: none"> · Register of all training undertaken by staff and councillors is maintained. · Budget item included for training. |
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Annual Risk Assessment approved by Finance and General Purposes Committee at its meeting on 24th February 2026.

Approved by Alcester Town Council at its meeting on 3rd March 2026.