

Battle Town Council Environment Committee Risk Assessment 2016-17

Function/Site	Area of Activity	Assessment of Risk	Current management Action	Further Action Required
Finance	Asset Register	High	All buildings, areas of land, benches, lights and items of equipment are included in an asset register, which is reviewed annually. (Deeds etc recorded in terrier and land registered. Deeds held in fire-proof safe.)	None
	Rents	Medium	All land and buildings rented to third parties are the subject of leases that include the provision for rent reviews, which are undertaken using professional advice as necessary. Rents are reviewed annually or according to individual Agreements	None
	Fees and charges	Low	Reviewed annually as part of budget process.	None
	Budget	Medium	Annual budget is approved by Council and income/expenditure is reviewed at Committee and Full Council meetings.	None
	Insurance	Medium	Buildings and equipment insured against damage/loss. Council approves cover following recommendations from the Town Clerk or Deputy who carried out the annual review of all risks to ensure adequate cover.	None
			Annual review of employer's liability undertaken by Council following recommendations from the Town Clerk or Deputy.	None
			Annual review of public liability insurance undertaken by Council following recommendations from the Town Clerk or Deputy.	None
Allotments	Agreements	Medium	Plots are clearly identified. Agreements are signed by tenant and BTC. Details of tenant and rent payments are recorded by Town Clerk or Deputy	None
	General maintenance	Medium	BTC is responsible for boundary hedge cutting and tree trimming, cutting main pathways and maintenance of fences and gates. Skips provided annually in spring	Need to update the maintenance programme.

Cemetery	Plot maintenance	Medium	Tenants are responsible for keeping to agreements. Plots inspected four times a year by Town Clerk or Deputy, with Councillor and Allotments Association rep.	Need to agree action by BTC regarding empty plots to keep weeds down and plot in leasable condition
	Records	High	Records and grave plans are currently recorded manually and kept in fire-proof storage. BTC is now a member of the Institute of Cemetery and Crematorium Management.	Records could be scanned and computerised. Future records could be electronic.
	Cemetery regulations	Medium	Regulations, which set the rules for how graves may be presented and planted, are displayed in the cemetery and are accessible on the website.	Updated regulations, which take the new areas and services into account, need to be reviewed and approved by the Environment Committee
	Chapel building	Medium	The chapel building is being repaired and both chapels will be refurbished and brought into public use.	
	Memorial stones	High	Now subject to annual inspections and records maintained. Memorials are laid down in a safe position and attempts made to inform relatives regarding action to be taken.	Member of staff to attend training on memorial inspection
	Maintenance	Medium	Maintenance is mainly undertaken by Council staff. Additional work may be directed by Town Clerk or Deputy	Ensure that risk assessments for staff are completed as appropriate
Estate excluding allotments and cemetery	General maintenance	Medium	General maintenance of the whole estate is mainly undertaken by Council staff, but contractors are used for some specialist work. Additional work may be directed by Town Clerk or Deputy.	Ensure that risk assessments for staff are completed as appropriate
			All sites regularly visited by Council staff and reports made to Town Clerk or Deputy.	None
			Contractors provide specific services in agreed areas and the quality of contracted work is monitored by Town Clerk or Deputy.	Contracts are regularly reviewed.
	Equipment	Low	All equipment is stored securely	None
		All major items of equipment are serviced annually and repaired as necessary.	None	

Trees	High	Occasional inspections of all trees, including those in the cemetery and the allotments, by Tree Warden.	Ensure that risk assessments for staff are completed as appropriate. Training required for Tree Warden	Addition of professional tree condition survey
		General monitoring and reporting by Council staff to Town Clerk or Deputy who will take appropriate action.	Consider need and frequency for formal inspections	
Children's Play Areas	High	Fortnightly (weekly in school holidays) inspections carried out by Council staff and written reports made to Town Clerk or Deputy.	None	
		Regular inspections undertaken by Grounds staff who have received appropriate training.		
		Annual inspection by Qualified Person	Review play equipment against 2015 Inspection Report and agree a plan for maintenance. (Play equipment, other than swings, to be replaced and re-sited as soon as possible.)	
Litter	Low	Litter bins provided and emptied regularly by Council staff.	None	
St Mary's Churchyard	High	Annual inspection of memorials overseen by Town Clerk or Deputy	None	
		Site visited regularly by Council staff and reports made to Town Clerk or Deputy who will take appropriate action	Paths to be cleared of weeds using Community Reparations Schem	
Sports Facilities	Medium	Weekly inspection of football pitch and goalposts carried out by Council staff during the football season and written reports made to Town Clerk or Deputy.	Budget needed to provide adequate maintenance programme	
		Weekly inspection of MUGA by Council staff and reports made to Town Clerk or Deputy who schedules maintenance as required.	The area will require resurfacing in the future	
		Weekly inspection of pavilion during the football season by Council staff and reports made to Town Clerk or Deputy who schedules maintenance as required.	None	
		Pavilion alarm and fire equipment tested annually. Council staff check fire alarm monthly and report to Town Clerk or Deputy	None	

			Council staff clear tennis court surfaces of moss etc on regular basis and surrounding areas are cleared of brambles and trees are cut back.	The area will require resurfacing in the future and new nets may be required.	
Dogs	Medium		Dog waste bins provided and emptied regularly by Council staff.	None	
			Dogs banned in play area, dogs must be on a lead in recreation grounds (by-law) and signage elsewhere asks owners to keep dogs under control.	Better signage is required to ensure that dogs are kept on leads in recreation grounds.	
Rights of Way	Medium		Council staff carry out minor maintenance work on behalf of County Council on footpaths in and around town centre.	ESCC to provide safety training for BTC staff and volunteers. Use of Repairs Scheme being considered.	
Bus shelters	Low		Regular inspection and maintenance by BTC staff and removal of unauthorised advertising. Bus shelters are insured individually against loss and damage.	None	move to P&T
			No Highway Licences appear to be in place	DTC will investigate whether licences are needed	
Seats/benches	Low		Regular inspection and maintenance by BTC staff. Individual seats are not insured as excess is over £100	Need to ensure that all seats are included on asset register and a maintenance programme agreed.	
Street lighting	Low		Highway Licences are obtained where necessary prior to agreement for placement Maintenance contract is in place and lights are checked at least fortnightly. Faults reported by staff and public referred to contractors and monitored. Insurance in place to cover damages. Street lights are on the asset register		
			Lighting has been changed to gain long term savings on energy costs	Costs (and potential savings) need to be monitored and reviewed	