



**Frome Town Council  
Assessment for year 2013 To 2014**

**LCRS 7b - All Action Plans**

Appendix 2

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
<b><u>Information Centre</u></b>									
0	Physical	Verbally or physically aggressive customers	Train and support staff dealing with aggressive customers. Avoid lone working wherever possible Ensure ability to contact library, FTC staff, security or PCSOs if required	Medium Medium	4	None other than control measures	Jane Llewellyn		
<b><u>Public Conveniences</u></b>									
294	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	None other than control measures	Simon Woollen		
<b><u>Skatepark and Pump Track</u></b>									
0	Environmental	Vandalism	Take reasonable action to maintain security of site. Arrange for regular site visits. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders.	Medium Medium	4	None other than control measures	Simon Woollen		



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0	<b>Physical</b>	Injury to users arising from accident.	Determine responsibility for inspection of equipment Carry out regular inspection of equipment, surfaces and signage Take any damaged equipment out of use until repair or replacement carried out Maintain records of all inspections, reported damage and repairs/work ordered and completed Maintain an Accident Book	<b>Medium</b> <b>High</b>	6	None other than control measures	Simon Woollen		<input type="checkbox"/>
0	<b>Technical</b>	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	<b>High</b> <b>Medium</b>	6	Review website for improvements and commission new website	Peter Wheelhouse		<input type="checkbox"/>

**Web Sites**



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
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No of issues listed: **5**

**Submitted to council:** \_\_\_\_\_

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Toby Eliot** \_\_\_\_\_

**Signed by responsible Finance officer - Jackie Wheeler** \_\_\_\_\_

How to complete (individual risk section):

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 completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

