



Frome Town Council
Assessment for year 2014 To 2015

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
Information Centre									
01	Physical	Verbally or physically aggressive customers	Provide necessary training and support staff dealing with aggressive customers. Review personal safety at annual appraisals and six month reviews. Ensure staff have ability to contact library, FTC staff, security or PCSOs if required.	Medium Medium	4	None other than control measures	Jane Llewellyn		<input type="checkbox"/>
Public Conveniences									
294	Environmental	Vandalism	Maintain daily check and reporting of any issues. Ensure effective and efficient security is in place. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	None other than control measures	Chris Stringer		<input type="checkbox"/>
Skatepark and Pump Track									
01	Environmental	Vandalism	Ensure daily inspection of equipment and sites. Take reasonable action to maintain security of site. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders.	Medium Medium	4	None other than control measures	Chris Stringer		<input type="checkbox"/>



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0	Physical	Injury to users arising from accident.	<p>Ensure daily inspection of equipment, surfaces and signage. Remove any damaged equipment until repair or replacement carried out.</p> <p>Ensure signage in place with telephone numbers and directions to the nearest first aid facilities.</p> <p>Maintain records of all inspections, reported damage and repairs carried out.</p> <p>Maintain an accident book and report any accidents to the Council's insurance company.</p>	Medium High	6	None other than control measures	Chris Stringer		<input type="checkbox"/>
0	Physical	General Health & Safety	<p>Ensure daily inspection of equipment and sites, arrange equipment repairs as soon as possible and fence off area if deemed unsuitable to use.</p> <p>Carry out daily inspections to clear site of litter and fly tipping and deal with, any dangerous/foul matter i.e. glass, needles etc</p> <p>Ensure detailed inspection checksheets are filed daily.</p> <p>Provide training for staff if required or if using contractors ensure their checksheets are received daily.</p> <p>Maintain detailed inspection check sheets.</p>	Medium Medium	4	None other than control measures.	Chris Stringer		<input type="checkbox"/>

Web Sites



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01	Reputational	Risk arising from poor design and appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Ensure design specification and standards are maintained.	High Medium	6	Review website for continued improvements.	Peter Wheelhouse		<input type="checkbox"/>

Submitted to council: _____

No of issues listed: 6

Minute reference: _____

Date: _____

Signed by chairperson - Dickon Moore _____

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 .