

Agenda Item 6

For decision - Approval of Risk Register 2021/22

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Summary

We are required to actively manage risk. To help us do this we have a Risk Strategy (Constitution - Chapter 12) describing how we go about doing this and a Risk Register with control measures and an action plan detailing risks we face and how we will manage them. Every year Council has to be confident that it is managing risk competently by approving the Risk Strategy ([on the website at Appendix 6](#)), the Risk Register ([on the website at Appendix 7](#)) and the action plan ([on the website at Appendix 8](#)).

Background

There is a responsibility on a Council to demonstrate best practice in all aspects of their governance, and the assessment of risk is a key part of this.

Management of risk is not just concerned with Health and Safety and making sure we have sufficient insurance cover. The insurance policy is due for renewal in April 2022, so we will be looking into obtaining quotes over the next few months. The Risk Register identifies and assesses all risks the Council faces from our reputation, the safe use of specific chemicals in cleaning, through public liability insurance cover and ensuring that Frome Town Council's events are safe. We have separate risk assessments for events and specific tasks e.g. using chainsaw equipment.

Managing risk is something we do continually. The important thing is to identify risks and plan for how these risks can be mitigated but not necessarily removing the risk completely. For example, someone who is injured using the skate park is a risk we are very aware of. While we take various measures to help users play safely, we do not remove the risk completely by closing the skatepark. In short, we manage the known risks.

We have a Risk Register ([on the website at Appendix 7](#)) which highlights in more detail our list of risks and control measures in place mitigate that risk if possible. Each of the Council's risks identified in the Risk Register, ranging from financial risk through reputation risk to play equipment safety has been reviewed, assessed and scored over the past year taking into consideration the controls the Council has in place. There is also an action plan ([on the website at Appendix 8](#)) to ensure those risks and control measures that require further work will take place to remove, reduce or at least recognise the hazard. We also work to a large number of individual risk assessments and management plans for each site we manage, each chemical we use, each event we run and so on.

There have been minimal changes to the Risk Strategy ([on the website at Appendix 6](#)). The main change is that we now use a 4x4 risk matrix rather than the 3x3 risk matrix previously used. This enables us to better reflect risk and have a new 'very high' category. If there was a

very high risk it is likely that we wouldn't go ahead with the action that was causing this risk, instead we would research for a safer alternative.

Each risk is scored by selecting a value of the *likelihood* (the likelihood of this happening with the controls the Council has in place)

- Unlikely = value of 1
- Possible = value of 2
- Likely = value of 3
- Very likely = value of 4

and *likely impact or outcome* (estimated impact of this risk on this area to the Council with the controls the Council has in place).

- Low = value of 1
- Medium = value of 2
- High = value of 3
- Very high = value of 4

The system multiplies the likelihood score against the impact score to arrive at a risk value for each item.

Overall risk

- Low = 1 to 3
- Medium = 4 to 8
- High = 9 to 12
- Very High = 13 to 16

Where relevant, risks control measures are cross referenced with the Frome Town Council's constitution.

Recommendation

Instruct the Chair to sign the 2021/22 Risk Register Summary & Action Plan on behalf of the Council and approve the 2021/22 Risk Strategy document.