



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

Submitted to council: _____

No of issues listed: 0

Minute reference: _____

Date: _____

Signed by chairperson - Cllr B Marple _____

Signed by responsible Finance officer - Finance officer - Trevo _____

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 .



LCRS 5. Risks report Drainage

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = Power to deal with ponds and ditches

Requirement = To minimise risk arising from flooding.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
146	Environmental	Flooding	Define responsibility for dealing with floods. Ensure that effective arrangements are in place to deal with any council responsibility.	Annually	N/A	High		
148	Environmental	Vermin/mosquitoes	Allocate responsibility for dealing with vermin/mosquitoes. Where appropriate ensure proper contract in place.	Annually	Medium	Medium	4	Yes
157	Financial	Inadequate budget provision	Review service provision as integral part of Budget process	Annually	Low	Medium	2	
159	Physical	Maintenance of ditches & drains	Define responsibility for maintenance. Ensure that appropriate arrangements are in place to deal with any council responsibility	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

3.0



LCRS 5. Risks report Allotments

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = Powers to provide allotments

Requirement = To maintain an up to date register of allotment holders.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Annually	Low	Medium	2	
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Annually	Low	Low	1	
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	Medium	2	
52	Environmental	Accumulation of rubbish	Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Annually	Low	Medium	2	
311	Environmental	Vandalism of sites	Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites. Liaison with local policing teams in the areas affected.	Quarterly	Low	Medium	2	
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	Annually	Low	High	3	



LCRS 5. Risks report Allotments

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = Powers to provide allotments

Requirement = To minimize the impact of vandalism

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
448	Environmental	Vandalism	Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate.	As and when	Low	Medium	2	
53	Environmental	Dumping/Hazardous substances	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Quarterly	Low	High	3	
301	Environmental	Loss / Damage to water supply	Define responsibility for maintenance of water supply. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	As and when	Low	Low	1	
214	Environmental	Untidy Plots	Define responsibility Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liaise where appropriate with allotment society.	Quarterly	Low	Medium	2	
215	Environmental	Build up of non-compostable rubbish	Enforce controls in tenancy agreement. Make arrangements for removal. Consider provision of skip facility.	Quarterly	Low	Medium	2	



LCRS 5. Risks report Allotments

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = Powers to provide allotments

Requirement = To ensure that all income due to the council is properly

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
449	Financial	Failure to collect rents & charges	Define responsibility for collection of income due. Maintain proper records of income received and banked Enforce provisions of tenancy agreements Maintain allotment register. Follow defined procedure for ourstanding debt. Enforce conditions of tenancy agreement. Provide for periodical reconciliation to allotment register and financial report to council.	Quarterly	Low	Medium	2	
447	Financial	Failure to review rents & charges	Review allotment rents and charges annually as an integral part of the annual budget process.	Annually	Low	Medium	2	
212	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.	As and when	Low	Medium	2	
310	Physical	Unoccupied Plots	Maintenance of waiting list. Regular reports in local free press. Details on website. Contact details on notice boards.	Monthly	Low	Low	1	
445	Physical	Personal injury	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.	Annually	Low	Low	1	
60	Physical	Security	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are place to safeguard council assets.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

17

Average score:

1.9



LCRS 5. Risks report Notice Boards

Neston Town Council

Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Not maintained properly			Medium	Low	2	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

2.0



LCRS 5. Risks report Seats

Neston Town Council
Assessment for year 2022 To 2023

Your Duty =

Requirement = To minimise risk arising from use.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Injury or damage arising from use.	Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.	Annually	Low	Medium	2	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls adhered to.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

2.0



LCRS 5. Risks report Tourism

Neston Town Council
Assessment for year 2022 To 2023

Your Duty = Power to contribute to organisations encouraging tourism

Requirement = To ensure integrity of funding.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inappropriate funding applications	Determine procedures for dealing with grant/loan applications. Ensure that any conditions are adhered to. Carry out regular monitoring and review.	Annually	Low	Medium	2	
205	Physical	Inadequate budget provision	Ensure that service requirement is included in annual budget process	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

2.5



LCRS 5. Risks report

Town and Country Planning

Neston Town Council

Assessment for year 2022 To 2023

Your Duty = Right to be notified of planning applications

Requirement = To meet consultation timetable.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
204	Administration/ Legal	Failure to meet consultation deadlines	Ensure adequate number of Planning & Environment Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Medium	2	
211	Administration/ Legal	Maintenance of register/records	Determine responsibility for maintenance of register.	Annually	Low	Medium	2	
207	Physical	Security of records	Allocate responsibility for records. Provide for secure storage facilities.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.0