

## **DROITWICH SPA TOWN COUNCIL**

### **SUMMARY OF RISKS 2023/24**

Page 2 - 7            Damage to Property

Page 8                Damage to Contents

Page 10              Consequential Loss from Damage to Premises/ Contents/Death/Injury to Employees

Page 11-14          Death/ Injury to Employees/the Public-(GENERAL)

Page 15 - 18        All Land Holdings and Buildings - Copcut Park, Spring Meadow/Door Step Green- public open space, Land at Kidderminster

Road, x4 Allotment Sites – (Westwood Lodge, New Chawson Lane, Copcut Park and Vines Lane), Community Hall (Heritage Way) & St Richards House comprising  
- Tourist Information Centre/ Museum and office space for Town Council Officers plus two external tenancies (RBK Engineering & Speak Easy Charity).

Page 19-20          Death/Injury to Employees/ the Public-(FIXTURES & FITTINGS)

Page 21-22/3        Financial Management

Page 24-25          Malpractice of Employees

Page 25/26-27      Reputation of Council and Officers

Page 27-29          Contingent Liability

Page 28              Covid 19 protection

DROITWICH SPA TOWN COUNCIL SUMMARY OF RISKS 2022/2023

AREA OF RISK

**DAMAGE TO PROPERTY**

EXTERNAL INSURANCE COVER

ZURICH MUNICIPAL Insurance Ltd All Risks Insurance Policy No. YLL-272000-4833

<b>INTERNAL ACTION</b>	<b>CROSS REFERENCE</b>	<b>LOCATION OF INFORMATION</b>	<b>CHECKED/ACTION DATE</b>	<b>Date completed</b>	<b>Next due</b>
Insurance Cover in Place Policy agreed with Zurich from Jan 2023 to 31 December 2023.	Risk 1, Risk 3, Risk 4, Risk 5, Risk 9 (Property Damage Business All Risks_	Policy Insurance File Cabinet Clerks Office- Civic & Finance	Annually in Nov/Dec with policy renewal. Internal auditor recommended Council to review policy at renewal date – Annually Nov /Dec.	Dec 2022	Dec 2023
Appropriate fire extinguishers (SRH & Community Hall premises).Review	Annual Safety checks & records- Bryland <i>To Note Consultant asked to intervene regarding action points raised with Bryland Fire June 2023 – as unresolved at time of Aug 2023 review for H &amp; S</i>	Health & Safety Folder Town Clerks Office- SRH	Annually Fire extinguishers re-filled and checked	June 2023	June 2024
Hereford & Worcester Fire Service inspection of premises (public buildings)	Community Hall inspected – May 2021	Report confirmed and reported to Council July 2021	Standards correct with recommendations actioned	May 2022	As requested by Fire Service for their routine inspections programme.

INTERNAL ACTION	CROSS REFERENCE	LOCATION OF INFORMATION	CHECKED/ACTION DATE	Date completed	Next due
Appropriate fire detection systems and alarms (SRH & community Hall premises).	Annual Safety checks & records- Bryland <i>To Note Consultant asked to intervene regarding action points raised with Bryland Fire June 2023 – as unresolved at time of Aug 2023 review for H &amp; S</i>	Health & Safety Folder Town Clerks Office- SRH	Annually Fire extinguishers re-filled and checked	June 2023	June 2024
Weekly Fire Alarm and Call Point Testing and Records- St Richards House and Community Hall	Completed weekly for both premises by the Caretaker. Register of testing maintained.	Town Council office- Wall mounted testing register.	Weekly test and physical records	Weekly	Weekly
Electrics/gas installations/appliances checks SRH & Community Hall premises.	Annual safety checks & service scheme records- British Gas Services Contract.  Care Plan arrangement for annual checks changed to local provider following their repairs and installation to St Richards House Central Heating system and pump carried out in November 2021. As updated to Resources Committee- British Gas Services carried out final Services of both premises heating systems in April 2022 – prior to cessation of all business sector care plan arrangements.	Gas Service Contract records file – Property file, Assistant Town Clerk Civic & Finance Office cabinets.	Annual Service- gas appliances and central heating boilers.  Daily checks of premises by caretaker opening and closing times  <i>To Note that new and efficient gas boiler is scheduled to be fitted by Local Provider – September 2023, due to end of service life of existing boiler and to enable greater fiscal, consumption and carbon foot print efficiencies. Resolved by Council 02.2023</i>	April 2023	April 2024

Emergency Lighting –SRH and Community Hall premises	Electrical installations records and contracted to MINT Electrical Services-Gary Murray. Upgrade of electrical wiring components and fuse boxes to new regulation standards recommended following inspection. All works authorised and completed to conform with standards-April to July 2020. Full review August annually.	Property file, Assistant Town Clerk Civic & Finance Office cabinets.	Annual checks  To Note for Lighting in general at both premises full LED and some possible Smart Led provision has been fitted throughout as part of the PEEP Scheme efficiencies – April 2023.	Aug 2023	Aug 2024
Power Distribution Box annual checks- Victoria Square (x2) , High Street Triangle and Vines Park	Electrical installations records and contracted to MINT Electrical Services	Property file, Assistant Town Clerk Civic & Finance Office cabinets	Annual checks. Additional check for Victoria Square Installation carried out by Electrician prior to resumption of weekly Charter Market – April 2023.	November 2023	November 2024
PAT test all electrical components- Community Hall & SRH Premises	Electrical installations records and contracted to MINT Electrical Services	Property file, Assistant Town Clerk Civic & Finance Office cabinets	Two yearly checks	Jan 2022	Jan 2024
Community Hall	Deep Clean of kitchen facilities- Catering Hygiene specialist contracted	Property file, Assistant Town Clerk Civic & Finance Office cabinets. Also Community Hall diary records.	Annual Clean	Nov 2022	Nov 2023
SRH Premise	Security Alarm service – ADT Maintenance contract	Property file, Assistant Town Clerk Civic & Finance Office cabinets	Annual Service regime Daily checks of premises by caretaker opening and closing times	April 2023	April 2024
CCTV Inspection and Service- SRH premises(internal ground floor) and Copcut compound(external)	Service contract – GH Gittings Ltd-Kevin Suckling	Property file, Assistant Town Clerk Civic & Finance Office cabinets	Annual Service regime	June 2023	June 2024
SRH Premises – Evacuation chair	Evac chair- Speak Easy stairwell- Service contract Evac Chair Company	Property file, Assistant Town Clerk Civic & Finance Office cabinets	Annual Service regime	June 2023	June 2024

SRH Premises- Evacuation chair	Stannah Stairlift – public stairwell to DSTC Reception. Equipment failure at Service Aug 2021. Repair and transfer of service contract achieved using local registered provider- Aug 2021	Property file, Assistant Town Clerk Civic & Finance Office cabinets	Annual Service regime- transferred to local; Company Central Stairlifts – Aug 2021	Aug 2023	Aug 2024
SRH Premise & Community Hall	All Office , Kitchen & premises daily cleaning – Contract Sparkle Cleaning Services	COSSH & Property file. Assistant Town Clerk, Civic & Finance office cabinets. Cleaning materials kept in locked cupboards only – SRH ground floor & Community Hall foyer	Daily cleaning checks. Annual COSSH review. Daily checks of premises by caretaker opening and closing times	COSSH review January 2023  Daily caretaker check on cleaning regime and COSSH security.	January 2024
SRH Premise & Community Hall	All sanitary servicing of cloakrooms- Cathedral Hygiene Services , Worcester	COSSH & Property file. Assistant Town Clerk, Civic & Finance office cabinets. Cleaning materials kept in locked cupboards only – SRH ground floor & Community Hall foyer	Daily cleaning checks. Annual COSSH review. Daily checks of premises by caretaker opening and closing times  Addition of hand sanitiser units at SRH (X4) & Comm Hall (x2) to accord with COVID 19 prevention requirements in public realm . Fortnightly refill added to contract specifications	COSSH review January 2023.	Jan 2024  Last renewal Sept 2020.
Community Hall main kitchen	Commercial quick cycle dishwasher. All solvents maintained in locked cabinet at Community Hall in foyer.	COSSH & Property file. Assistant Town Clerk, Civic & Finance office cabinets.	Daily cleaning checks. Annual COSSH review. Daily checks of premises by caretaker opening and closing times.  Warranty regime for Appliance.	COSSH review January 2023  Daily caretaker check on cleaning regime and COSSH security	Jan 2024

SRH & Community Hall – water check for legionella risks	Water checks – Health & Safety folder	Town Clerk Office	Weekly check-	Reviewed Aug 23	Review Aug 24
Community Hall – Safe and efficient operation of air handling equipment	Ceiling fans – Main Hall Extractor fans – large kitchen	Annual check and two yearly PAT test inclusion – MINT Electrical	Annual check-March	June 2023	June 2024
SRH Council Chamber & Museum , Offices and Tenanted Office space	All lighting maintained and replaced as necessary – includes dimmer lights in Chamber and tubes throughout.	Daily checks <i>To Note for Lighting in general at both premises full LED and some possible Smart Led provision has been fitted throughout as part of the PEEP Scheme efficiencies – April 2023.</i>	Daily checks of premises by caretaker opening and closing times. Fixtures changed by caretaker and/or MINT Electrical as necessary	Daily	Daily & ongoing



DROITWICH SPA TOWN COUNCILSUMMARY OF RISKS

AREA OF RISK

**DAMAGE TO PROPERTY**

EXTERNAL INSURANCE COVER

ZURICH MUNICIPAL Insurance Ltd All Risks Insurance Policy No. YLL-272000-4833

<b>INTERNAL ACTION</b>	<b>CROSS REFERENCE</b>	<b>LOCATION OF INFORMATION</b>	<b>CHECKED/ ACTION DATE</b>	<b>Completed</b>	<b>Next Due</b>
Check Insurance Cover in place	Risk 2 Theft	Policy Insurance File Cabinet Assistant Clerks Office	Annually	Nov 2022	January 2024 - next renewal
Fire alarm system SRH & Community Hall	Regular Annual checks maintenance contract – Bryland <i>To Note Consultant asked to intervene regarding action points raised with Bryland Fire June 2023 – as unresolved at time of Aug 2023 review for H &amp; S</i>	In H&S File Clerk's Office	Annually	June 2023	June 2024
Fire Smoke Detectors SRH & Community Hall	Regular Annual checks maintenance contract – Bryland <i>To Note Consultant asked to intervene regarding action points raised with Bryland Fire June 2023 – as unresolved at time of Aug 2023 review for H &amp; S</i>	In H&S File Clerk's Office	Annually	June 2023	June 2024
Flood contingency – Town Centre.	Action plan for the event of flooding in the town. Community Hall designated as an emergency centre. Quantity of mattresses and bedding available in stores if required. Should Floods contingency arise- a Team – consisting of staff members and councillors will assist. (last actioned 2007)	Health and Safety File Town Clerks Office.  In the event to be coordinated by Town Clerk and premises caretaker	Review Annually	June 2023	To be revised on the occasion of any staff turnover  Review process annually – June 2024
SRH premises Doors and Community Hall key pad controlled main access.  Fire exit doors each building	SRH- Doors to Museum, Speak Easy tenanted space main entrance and side aspect (non- public) electronic door. All fire exit doors	Maintenance records – Town Clerk property files. Action any repairs as necessary. Checks for safe	Twice daily checks by caretaker	Daily	Daily ongoing

		operation , accessibility and clear of obstructions			
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DROITWICH SPA TOWN COUNCIL  
SUMMARY OF RISKS

AREA OF RISK

**DAMAGE TO CONTENTS**

**EXTERNAL INSURANCE COVER**

ZURICH MUNICIPAL Insurance Ltd All Risks Insurance Policy No. YLL-272000-4833

INTERNAL ACTION	CROSS REFERENCE	LOCATION OF INFORMATION	CHECKED/ACTION/ DATE	Completed	Next Due
GDPR	Business Contingency & DSTC Policies	All files and computers	Annual Inspection	May 2023	May 2024
Website Accessibility Regulations	New Regulations effective from September 2021 for <a href="http://www.droitwichspa.gov.uk">www.droitwichspa.gov.uk</a>	Held on file by DSTC Office and also maintained by website manager contracted – Mrs Jennifer Fish	Recommended NALC standards reviewed and adopted. Implementation by web manager by Sept 2021 deadline date	Sept 2023	Sept 2024- Review Annually
Computer records	Business Contingency	Remote – records kept by Cobweb Solutions. Managed IT Support contract	Automatically configured on a daily basis. <i>To Note that replacement Server supplied and fitted by IT Consultant August 2023 and full review of daily remote back up function for all IT systems.</i>	Monthly review by IT Consultant  Aug 2023	Monthly ongoing and daily monitor for any IT & Server issues.
Computer records	Business Contingency Risk mitigation for disruption of electrical supply and power surges causing damage to	Circuit protector connections fitted to mains supply input to Server and Back up units – 1 <sup>st</sup> floor	Checked annually – Mint Electrical  Monitored daily for IT Operations –IT	January 2023  Daily	January 2024  daily/Ongoing

	server and back ups	SRH, Council office.	Consultancy.		
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DROITWICH SPA TOWN COUNCIL

SUMMARY OF RISKS

AREA OF RISK

**CONSEQUENTIAL LOSS FROM DAMAGE TO PREMISES/CONTENTS**

EXTERNAL INSURANCE COVER

ZURICH MUNICIPAL Insurance Ltd All Risks Insurance Policy No. YLL-272000-4833

Consequential Loss Insurance

<b>INTERNAL ACTION</b>	<b>CROSS REFERENCE</b>	<b>LOCATION OF INFORMATION</b>	<b>CHECKED ACTION/DATE</b>	<b>Completed</b>	<b>Next Due</b>
Insurance Cover in place Check Limit	Risk 8 Business - Loss of Revenue £39,000. Increased Cost of Working £250,000	Policy Insurance	Annually	Jan 2023	Dec 2023
List of key contacts to be kept in office and displayed at SRH and Community Hall premises in case of emergencies	Disaster Recovery Plan & Business interruption	Health and Safety file- Clerks Office	Updated annually or on the occasion of staff turnover	Aug 2023	Aug 2024
Flood contingency measures	Disaster Recovery Plan & Business interruption	Health and Safety file- Clerks Office	Flood action plan coordinated through DSTC Office	Originates July 2007. Reviewed Nov 22	Review annually Nov 2023

DROITWICH SPA TOWN COUNCIL  
SUMMARY OF RISKS

AREA OF RISK

**DEATH/INJURY TO EMPLOYEES/DEATH/INJURY TO THE PUBLIC**

EXTERNAL INSURANCE COVER

ZURICH MUNICIPAL Insurance Ltd All Risks Insurance Policy No. YLL-272000-4833- Employers' Liability Insurance (cover £10 million)

INTERNAL ACTION	CROSS REFERENCE	LOCATION OF INFORMATION	CHECKED/ACTION DATE	Completed	Next Due
Check Insurance Cover in place	Risk 11 Employers Liability and Risk 12 Public Liability Policy limit £15,000,000 Date of commencement 1/1/2023	Policy Insurance File Cabinet Displayed in SRH 1st floor reception.	Annually January	January 2023	January 2024
First Aid	Maintain first aid boxes – ground and first floor SRH reception points) Community Hall- foyer (wall mount)	As described	Contents checked quarterly or on occasion of use	Sept 2022	Sept 2023
First Aid Training & Qualification	St John Ambulance – First Aid at work training and qualification standard- every third year renewals	Town Clerks Office	Mark Keld -	Jan 2021	Jan 2024
Health and Safety	Inspection visit by Joe Ellis – Health and Safety consultant	Health & Safety file office shelf. <b>To Note Consultant asked to intervene regarding action points raised with Bryland Fire June 2023 – as unresolved at time of Aug 2023 review for H &amp; S</b>	Satisfactory Full review Aug 2023	Aug 2023	Aug 2024
Health and Safety	Health and Safety Policy written and adopted September 2002	Within DSTC Standing Orders and Policies – Data share archives. Access for all officers , volunteers, staff & elected members.as necessary	Reviewed annually	Aug 2023	Aug 2024
Health and Safety training	Included in staff induction, turnover and as required	Personnel files, cabinet Clerks office	Reviewed annually	Aug 2023	Aug 2024
Risk Assessments	COSHH- updated and reviewed annually and as required. Full review on appointment of any new contractors or equipment acquisitions	Health & Safety file in Clerks office. COSHH Details stored in locked cleaners supply cupboards- SRH ground floor adjacent DSTC staircase &	Reviewed annually	Aug 2023	Aug 2024

		Community Hall foyer.			
Health & Safety Policy Statement	Included in staff induction, turnover and as required	Policies – Data share. Within overall policies review	Reviewed annually.	Aug 2023	Aug 2024
Environmental Statement	Included in staff induction, turnover and as required	Policies – Data share. Within overall policies review	Reviewed annually	Jan 2023	Jan 2024
External -Risk Assessments- Community Hall Hirers	<p>Reservations protocol determines a suitable risk assessment is in place for all hirers. Guidance and examples provided as necessary.</p> <p>Suitable booking details for all hirers including – fire warden and emergency contact nominated persons</p> <p>Appropriate individual public liability insurance for hirers planned activities whilst using DSTC premises.</p> <p>Any component electrical appliances being brought to the Centre for use as part of the hire must have valid (2 year)</p> <p>Separate COVID 19 Risk assessments implemented – July 2021 bespoke to each individual hirers activities</p>	<p>Checked and collated by DSTC Officers at time of processing reservation requests.</p> <p>All records maintained at SRH DSTC Office.</p> <p>Face to face appointments with all new reservations / hirers in order to explain and show the governance for safe use of the facility.</p> <p>To Note that Covid Protocols no longer in place but can be implemented as and when required from Government advice</p>	<p>All aspects are part of reservations protocol for all users of the Community Hall.</p> <p>Online Booking System implemented Aug 2023.</p> <p>Follow Official Government Advice and Recommendations regarding COVID 19 precautions</p>	<p>Responsibility of DSTC Officers to collate and validate.</p> <p>Responsibility of individual hirers to maintain correct levels of cover and diligence within scope of hire contracts.</p> <p>Review all hire bookings daily</p> <p>“</p>	<p>On going</p> <p>On going</p>
In house -Risk Assessment- Community Hall premises	Twice daily inspection by caretaker – morning and evening	Any issues highlighted are reported through DSTC Office daily for attention. Property file – Town Clerks Office	Carries out safety checks, monitors & secures premises. Ensures locked storage of COSSH products. Checks appliances, fixtures, doors, windows etc.	Twice daily	On going

In house -Risk Assessments SRH Premises – all floors and rooms.	Twice daily inspection by caretaker – morning and evening	Any issues highlighted are reported through DSTC Office daily for attention. Property file – Town Clerks Office	Carries out safety checks, monitors & secures premises. Ensures locked storage of COSSH products. Checks appliances,	Twice daily	On going
Copcut Park – open water aspect	Minimum of Monthly inspection of life buoys and ropes located at bridge crossing points of woodland walk. <b>Replacement ropes fitted August 2022</b>	Any issues highlighted are reported through DSTC Office daily for attention. Property file – Town Clerks Office	Property file- DSTC Office at SRH.  Checks completed by DSTC Officers	Monthly –last Sept 2023	Oct- 2023 ongoing minimum of monthly check
Copcut Park – Inspection	Monthly risk review visit – check of fixtures ( bins , railings, benches, picnic tables, bridges) and paths , boundaries, fencing , signage and tree care	Any issues highlighted are reported through DSTC Office daily for attention. Property file – Town Clerks Office.  Repaired vandalised benches (March and Aug 23).Removed litter and sharps (March) - Copcut Park. Scheduled tree work completed July 2023 at Copcut Park. Reconfigured pedestrian entrance way to Spring Meadow (Mulberry Tree Hill aspect) - DDA Compliance – July 2023.	Property file- DSTC Office at SRH.  Checks completed by DSTC Officers	Monthly – Oct 2022	Dec 2022-ongoing
All Land Holdings- Arboreal Survey	Professional arboreal survey undertaken on rolling 5 year basis to determine programme of works –designated within trees policy of “dead, diseased or dangerous”.	Adrian Hope – Tree Surveyor Simon Fletcher – Fletcher Access.  Arboreal Survey report issued and retained on data share as working document referral.  Due to several trees outgrowing their habitat and the affliction of ash die back disease the advice of the Arboreal Specialist has been taken to move the next scheduled Full Tree Survey ( all land holdings) forward from Autumn 22 to Spring ( May /June 22).	Property file- DSTC Office at SRH. Data share records  <b>Preliminary inspection and scheduling of some more urgent reactive tree work undertaken Oct 21 with Specialist. This derived some works being prioritised for Dec 21.All Cat 1 recommendations presented from June 2022 survey actioned during August 2022. Further Cat 2 &amp; 3 Works planned and completed July 2023- Copcut Park and Coleford Walk.</b>	Last Arboreal survey –June 2022	Ongoing work derived from categorised recommended tasks.  Priority as immediate , within 3 months and ongoing  <b>Next Full Survey – May/June 2026.</b>
Spring Meadow/Doorstep Green	Monthly risk review visit – check of fixtures (bins, fences, paths, signs & benches) and boundary	Town Council Officers. <b>Any Reports of anti- social behaviour and vandalism collated and escalated to Police.</b>	Allotments and Landing holdings file – Town Clerks Office SRH	Aug 2023	ongoing monthly

<p>Allotment Sites x4</p> <p>Westwood Chawson Vines Lane Copcut</p>	<p>Quarterly site inspection- check of boundary fencing, individual plot condition, gates, signage, trees, water irrigation infrastructure and entrance track condition.</p>	<p>Town Council Officers. <b>Any Reports of anti- social behaviour and vandalism collated and escalated to Police.</b></p> <p><b>Criminal activity – breaking and entering, boundary incursion and thefts - Chawson and WWL sites summer 2023. Burnt out stolen car Chawson – March 2023. All incidents dealt with in collaboration with Police &amp; Partner Agencies.</b></p>	<p>Allotments and Landing holdings file – Town Clerks Office SRH</p> <p>Dedicated Contact enlisted with Rural Policing Officer for proactive patrols due to resurgence of criminality affecting WWL Site – Summer 2023.</p>	<p>Aug 2023</p>	<p>ongoing monthly</p>
<p>Allotment Sites x4</p> <p>Westwood Chawson Vines Lane Copcut</p>	<p>Quarterly site inspection. Check for evidence of unauthorised fires, nuisance smoke, waste disposal and incidents of fly tipping, invasive species growth (Japanese knotweed) and hazardous materials (drug paraphernalia, glass, barbed wire, asbestos etc).</p>	<p>Any issues to be reported and managed accordingly. Liaise with specialists and Agencies as required –e.g Worcestershire Regulatory Services, WDC, WCC- Town Council Officers.</p>	<p>Allotments and Landing holdings file – Town Clerks Office SRH.</p> <p>Dedicated Contact enlisted with Rural Policing Officer for proactive patrols due to resurgence of criminality affecting WWL Site – Summer 2023.</p>	<p>Aug 2023</p>	<p>ongoing monthly</p>

DROITWICH SPA TOWN COUNCIL  
SUMMARY OF RISKS

AREA OF RISK

**ALL LAND HOLDINGS & BUILDINGS and Fixed Equipment in the Public domain.**

Allotment Sites at Copcut Park, Chawson Lane, Westwood Lodge and Vines Lane.  
Land at Kidderminster Road – formerly allotments site and existing woodland and meadows  
Copcut Park – Public Open Space  
Spring Meadow/ Door Step Green –Public Open Space

St Richards House- incorporating DSTC Offices, Tenanted offices, Heritage Centre and Museum, Council Chamber & Mayors Parlour and storage.  
Garden frontage of St Richards House  
DSTC Car Park adjacent hospital off Heritage Way/St Andrews Road.  
Community Hall – Heritage Way  
Storage Compound and Containers – Copcut Park

EXTERNAL INSURANCE COVER

ZURICH MUNICIPAL Insurance Ltd All Risks Insurance Policy No. YLL-272000-4833

INTERNAL ACTION	CROSS REFERENCE	LOCATION OF INFORMATION	CHECKED/ACTION DATE	Completed	Next Due
Ensure inclusion of all locations and assets on Insurance Policy at renewal with correct liability cover and any necessary amendments.	Adequate provision of PLI and to ensure all items, assets and land & premises correctly included.	Insurance Policy details – File in DSTC Office.	January annually	Jan 2023	Jan 2024
Maintain regular inspection regime	As above	Insurance Policy details – File in DSTC Office	Daily for premises. Monthly for land holdings and sites. Quarterly for allotment plots.	2023 as stipulated – ongoing	2024 as stipulated – ongoing
Maintain Staff Risk awareness and training updates as necessary	Regular annual Risk Seminar provided by Zurich Municipal Insurance for Officers.	Off site seminars hosted by Zurich Municipal	Annual invitations received each Spring from Zurich Municipal	February 2018 (MK last attended). To resurrect when further seminars are available – post Covid 19. Awaiting update from Zurich Municipal.	TBC Spring 2022/2023-x2 Officers to attend
Annual review by J Ellis	Telephone review July 2022 due	Full Review annually – next	Full Visits with	Aug 2023	Annually –

Health and Safety Consultants for all risk scenarios. Additional referral as necessary	to Covid 19 restrictions. Specific guidance taken for measures to implement for safe reopening of Community Hall and TIC/Heritage Centre- with necessary recommended adjustments.	autumn 2021.	Consultant resumed from Aug 2022 and then Aug 2023 including inspection of the two public buildings.		Aug 2024.
Museum & Heritage Centre	Heritage Managers to complete six monthly interim stock take controls-October & March, to enable efficient Year End process in conjunction with main AGAR completion.	Heritage Managers and liaise DSTC Office. Report any discrepancies if they arise	Stock Take records on data share.  Year End Process & records on data share.	March & Oct 2023  Year End April.	March/April 2024
Museum & Heritage Centre	Heritage Managers- daily till reconciliation and cash /takings controls.	Heritage Managers and liaise DSTC Office. Report any discrepancies if they arise. Includes all point of sale daily reconciliations.	Daily reconciliations with paper records attached to till receipt copies. Cash to safe overnight. Banking Folder - TIC	Daily	Daily ongoing
Museum & Heritage Centre	Weekly Banking reconciliation	Heritage Managers and liaise DSTC Office. Report any discrepancies if they arise. Includes all point of sale daily reconciliations.	Wednesday weekly with full paper records including till reconciliation. Banking Folder TIC	Weekly	Weekly ongoing
Museum & Heritage Centre	Museum accreditation standards to be maintained and checked daily –includes DDA Access, displays and environmental safeguarding of the artefacts, exhibits and reserve collection.	Heritage Managers and liaise DSTC Office. Report any issues as they arise including property and maintenance defects	Daily Checks	Daily	Daily ongoing
Power Distribution boxes Located at – High street Triangle, Vine Lane and Victoria Square X2	Monthly checks to ensure that units are working, power isolated and locks securely in place. Key control maintained through DSTC office.	DSTC Officers. Any physical defects or damage to be reported, logged and rectified as they occur.	Monthly checks. Property/asset folder – DSTC Office. Victoria Square main power box Full retested by Electrician to coincide with start of Friday Charter Market – April 2023.	Monthly	Monthly ongoing

<b>INTERNAL ACTION</b>	<b>CROSS REFERENCE</b>	<b>LOCATION OF INFORMATION</b>	<b>CHECKED/ ACTION DATE</b>	<b>COMPLETED</b>	<b>NEXT DUE</b>
<b>SRH &amp; COMMUNITY HALL</b>	Monthly water check	Held in Property file in DSTC office	Monthly	Ongoing monthly- Aug 23	Sept /Oct 23
<b>TOURIST INFORMATION CENTRE</b>	Daily statutory checks –Heritage Managers Caretaker & DSTC Officers	Fire extinguishers serviced regularly. Meter boxes encased in fireproof M.D.F. Fire doors on Ground1 <sup>st</sup> floor & 2 <sup>nd</sup> floor fire proofing around the door. Safe operation of ground floor rear fire exit – push bar. Electrics have been checked on the building by contractor (Gary Murray –Mint Electrical).	Daily Checks	Ongoing Daily	Ongoing daily



DROITWICH SPA TOWN COUNCIL  
SUMMARY OF RISKS

AREA OF RISK

**DEATH/INJURY TO PUBLIC/DEATH/INJURY TO EMPLOYEES**

EXTERNAL INSURANCE COVER

ZURICH MUNICIPAL Insurance Ltd All Risks Insurance Policy No. YLL-272000-483

INTERNAL ACTION	CROSS REFERENCE	LOCATION OF INFORMATION	CHECKED/ACTIONDATE	Completed	Next Due
Risk Assessments	Projects in general (contractors, first aid, Community Hall & events etc)	In the appropriate Risk Assessment file & also individual  In insurance section of property file, office.	1. Ask for or carry out risk assessment 2. Obtain copy of public liability insurance certificate. 3. Officers carry out risk assessments for each event (e.g Christmas Lights, Bands, Remembrance, Vigils etc),	2023 Programme of Events	Next scheduled Events 2024
Risk Assessments	Municipal Planting & Hanging Baskets. Contract Renewed by procurement – 3 years from Jan 2023, to Acorn Landscapes.	Copy of PLI Insurance, Method statement and Risk assessment on file – data share within C & A folders (planting)	Confirmed Jan 2023 and update on renewed of 3 year contract going forwards. Contract review walk through and meeting undertaken Sept 2022. Contract and procurement completed Jan 2023	Nov 2021	Dec 2022 Full arrangement review.
Risk Assessments	Hanging Baskets & Fixings Brackets. Component part of contract.	As above. 150 new units provided as part of change to new operator 10.2019(Acorn). Reviewed and checked for defects each planting season	Oct 2023. Full assessment of all hanging basket brackets to be undertaken and replace any weakened or corroded components.	Oct 2022	Review annually at Summer Season end of planting
Permission from Shop and Business owners where applicable	Hanging Baskets	Plants Contract file and data share aspect under C & A	Oct 2023	Jan 2023- new contract term of 3 yr's	Jan 2024 review
Permission from Worcestershire County	Christmas Lights- Victoria Square and Christmas	Xmas lights contract file and data share within C & A	Oct 2022	Oct 2023	Annual Check

Council	Trees(x2) High Street Triangle and VS		Oct 2022 access platform Licence applied for with WCC – New requirement for all overhead works – confirmed as now in place ( Oct 23)		
Permission from Wychavon District Council	Christmas Lights-Salt Barrow Market and Gurneys Lane	Xmas lights contract file and data share within C & A	Oct 2023	Oct 2023	Oct 2024
Festive Lighting-Christmas Lights	Risk assessment, Method statement and Public Liability insurance review. Ensure all components and operators practice conforms to standard. Burn time and wattage details verified for Npower power source - in advance each Year.	Year 4 of 5 year contract renewal. Additional components added 2020.  Stored under data share, C & A with Festive Lights.	All aspects reviewed Sept-Nov annually.  5 year contract and procurement renewal is due for 2023.  Full Procurement undertaken March 2023- contract renewed to Festive Lighting – 5 Years June 2023.	June 2023	Review Annually in term of 5 year contract 2023- 2028.

DROITWICH SPA TOWN COUNCIL  
SUMMARY OF RISKS

AREA OF RISK

**FINANCIAL MANAGEMENT**

EXTERNAL INSURANCE COVER

ZURICH MUNICIPAL Insurance Ltd All Risks Insurance Policy No. YLL-272000-483

<b>INTERNAL ACTION</b>	<b>CROSS REFERENCE</b>	<b>LOCATION OF INFORMATION</b>	<b>CHECKED ACTION DATE</b>	<b>Completed</b>	<b>Next due</b>
Insurance Cover in place Check Limit	Risk 17 Legal Protection/Expenses – liability limit £200,000	Policy Insurance File Cabinet Clerks Office	Annually	January 2023	Jan 2024
Keeping proper and appropriate financial records	Checks carried out monthly by Town Clerk. Checked by Internal Auditor 1. To agree internal controls policy 2. Amend financial regulations to include a check as to whether all payments are legal & within the powers of the Council. 3. To agree an audit plan with the auditor. 4. Monthly sign off of Bank reconciliation by Mayor and Town Clerk independently. 5. All automated regular payments including salary settlement (to WDC pay role) to be part of Resources Committee business agenda quarterly for review.	In Internal Audit file	Accounts to be reviewed & ratified at Full Town Council meeting June annually	April 2023 at Year End Internal Audit	April annually with Internal Auditor Review
Regular returns of VAT	Returned quarterly/ by Accounts Officer	Records in VAT file and within monthly bank account reconciliations. Part of Audit Review twice per year.f	Quarterly	September 2023	December 2023
Internal Auditor process	Checked 6-monthly by internal auditor, IAC Internal Audit & Compliance.  *NOTE Change of Internal Auditor wef 2018/2019 Municipal Year.	Records in Internal Audit File and Year end on data share 6 month check (interim visit) 12 month check (Year End)	Twice yearly – Nov /Dec for interim. April /May for Year End.	Feb 2023 interim and April 2023 Year End	Dec 2023 Interim and April 2024 Year End
External Auditor process	Checked annually by external auditor.	Year End files – data share	Annually	June 2023	June 2024

INTERNAL ACTION	CROSS REFERENCE	LOCATION OF INFORMATION	CHECKED ACTION DATE	Completed	Next due
Regular budget monitoring statements	Annual budget statement and precept estimates  Interim review at Resources & General Purposes Committee.  Calc guidance received 29.11.21 recommends considering delegation of decision to Officers (not adopted)	See <i>Full Council Minutes</i> file. See <i>Resources Committee Minutes</i> file  Reviewed March/April annually for commencement of Municipal Year  Full interim review of budgets and progress to plan – all cost centres Resources Committee Sept.	Budget setting December annually  April/ Sept annually	Dec to Jan 2022/2023  April 2023 budget commencement	December 2023  Oct 2023 Performance to target status check
Computers	Paperwork held in Town Council Office and data share. Daily remote support and monitoring by Consultant includes back up processes.	IT support supplied by Consultant and Cob web protection systems. To Note that replacement Server supplied and fitted by IT Consultant August 2023 and full review of daily remote back up function for all IT systems	September annually	August 2023	Sept 2024
Loans	No borrowing or PWLB facilities currently in place	Review annually as part of Year Ends process – internal and external auditors	April	April 2023	April 2024
Internal Fraud	Internal checks and audit procedures. Governance through independent monthly reconciliation checks bank accounts to statements and internal /external reviews,	See internal Auditor File and Year Ends.  Monthly reconciliations with sign off	Monthly Bank rec;s. Daily TIC till balancing, weekly banking	Sept 2023	Oct 2023
Assets Register	Independent valuation of main assets and internal valuations of minor assets	See Asset Valuation file- Full review and update Sept 2019 following Internal Auditors recommendation 2018/2019 Year End. Insurer recommends at Jan 23 to carry out full revaluations of property due to anticipated index linking increase wef Feb 2023. Recommend valuations are made to coincide with next renewal	Annually	Dec 2022	Dec 2023 and ongoing  To align with Insurance Renewal Dec 23/Jan 24



DROITWICH SPA TOWN COUNCIL  
SUMMARY OF RISKS

AREA OF RISK

**MALPRACTICE OF EMPLOYEES**

EXTERNAL INSURANCE COVER

ZURICH MUNICIPAL Insurance Ltd All Risks Insurance Policy No. YLL-272000-483

INTERNAL ACTION	CROSS REFERENCE	LOCATION OF INFORMATION	CHECKED ACTION DATE	Completed	Next due
Insurance Cover in place Check Limit	Employee Dishonesty. Policy Limit £250,000	Policy Insurance File Cabinet Clerks Office	Annually Jan  No change to limit	Dec 2022	Dec 2023
Insurance Cover in place Check Limit	Libel & Slander Policy Limit £250,000	Policy Insurance File Cabinet Clerks Office	Annually Jan  No change to limit	Dec 2022	Dec 2023
Insurance Cover in place Check Limit	Petty Cash on premises limit £260.00. Split £200.00 for petty cash holding 9 (split 2 floats) and £60.00 TIC Till float.  Amalgamation of the 2 cash holdings as one value for accounting purposes recommended by Internal Auditor – April 2019.	Petty Cash Held in DSTC Office safe. TIC till float operational in day and to safe at night. Float returned to £60.00 daily and surplus banked each week. Takings held and accumulated in safe until weekly banking. Daily till reconciliation with balance sheets and accompanying till listings.  Records held TIC and data share.	Annually – Jan renewal  +monthly bank reconciliations to statement and independent verification by Mayor and TC.	Dec 2022	Dec 2023
Internal checks and audit procedures	Standing Orders and Financial Regulations/ Policies	Staff and Members have copies made available. Also on website. Nalc Standing Orders and Financial Reg's fully adopted Jan 2020. Final popularisation made	Administration May 2019- April 2023- Full review each year completed. May 2019, Jan 2020 & Oct 2021, Oct 2022	New Administration May 2023- referenced S/O's & Financial Reg's at inductions.	Sept /Dec 2023 and Oct annually thereafter

		Oct 21 (delay due to Covid restrictions) , All aspects reviewed Oct 2021		Full Review by Council Sept/ Dec 2023	
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DROITWICH SPA TOWN COUNCIL  
SUMMARY OF RISKS

AREA OF RISK  
**REPUTATION OF COUNCIL AND OFFICERS**

EXTERNAL INSURANCE COVER  
NOT INSURED

INTERNAL ACTION	CROSS REFERENCE	LOCATION OF INFORMATION	CHECKED ACTION DATE	Completed	Next due
Insurance Cover in place Check Limit	Management Liability. Policy commenced Limit £250,000	Policy Insurance File Cabinet Clerks Office	Annually Jan renewal	Jan 2023	Jan 2024
Communication with the public & press	Within Standing Orders – Social media and press policy.  Code of Conduct – Elected Members	Worcestershire Code of Conduct consistent with WCC & WDC.  Data share contains all standing order and policy information.	As and when required + at start of each new 4 year Administration	May 2023	May 2024
Register of members pecuniary interests	All Members, including co-opted Members required to sign	Originals held in file TC office & scanned to data share. Copies submitted and lodged with WDC Monitoring Officer.  Outstanding action from 9 Aug 2023 – 5 Members have incorrect Declaration of Interests Forms from May elections. Chaser issued for replacement forms to enable updating of Web Page and WDC Monitoring Officer. Email issued 9.8.2023 and chaser 23.08.23.	New Councillors to complete within 28 days of election.	May 2023	May 2027

	Attendance Register, Declarations of Interest & Gifts and Hospitality Register	Attendance Book for all Council meetings. Held in fire proof safe TC Office.	Actioned for each Meeting		
Town Council Website updates and scrutiny	Both Tourism website (including linked social media) and main DSTC website arte maintained by Contracted Administrators. Content is managed and scrutinised in close collaboration with Officers to maintain suitable governance	All online  <a href="http://www.droitwichspa.gov.uk">www.droitwichspa.gov.uk</a> - Jennifer Fish Administrator. <a href="http://www.visitdroitwichspa.gov.uk">www.visitdroitwichspa.gov.uk</a> Christine Moreton of Regional Digital Marketing –includes social media governance & monitoring.	Daily Monitoring by Administrators.	Ongoing	Ongoing
Town Council Website	Minutes and agendas. Populated by Officers on to webpage. All Minutes are posted after Council approval and no draft documents are listed.	Accords with Council standing orders and meetings protocol.	Daily monitoring by Officers	Ongoing	Ongoing
Town Council Meetings	Live Stream / You Tube option and recordings of all Town Council and Committee Meetings has been implemented following resolution from June 2023 onwards. This coincides with being effective following trials – from the New Administration ( 05.2023)	WCC & Calc referred in advance of live date.  WCC recommended disclaimer wording adopted for inclusion in all Agendas/ Notifications of Meetings and website to notify of live stream/recordings and ensure participants fully aware.  Physical signage of the disclaimer notice displayed on entrance and within Meeting venue /room – Council Chamber	Daily monitoring by Officers	Ongoing	Ongoing

DROITWICH SPA TOWN COUNCIL  
SUMMARY OF RISKS

AREA OF RISK

**CONTINGENT LIABILITY**

EXTERNAL INSURANCE COVER

NOT INSURED

INTERNAL ACTION	CROSS REFERENCE	LOCATION OF INFORMATION	CHECKED/ACTION/DATE	Completed	Completed
Check all third party insurance, e.g corporate hirers of Community Hall & any contractors	Copies for business users kept in Hirers File and Contractors Folder – DSTC Office	Filing cabinet	Not required for non-business users.	On going	On going
Weekly Friday Charter Market  (Also applies to WFMG monthly Farmers Market which is aseperate arrangement on the first Saturday monthly)	Full due diligence for Contractor arrangements with Blue Bell Events (Risk Assessment, Method Statement, Referencing and PLI cover). Contract subject to renew / review – Dec 2023, following inception April 2023.  Permissions Granted WDC Road Closure Order and WCC land Use of Victoria Square.  Weekly check of layout by Officers and reporting if any defects, hazards or incidents) complaints, slips, trips & falls). Weekly dialogue with Contractor – Service providers	All requisite governance paperwork maintained on events files and within data share system.	Charter Market check Friday Weekly.  WFMG Market – monthly check with discussion with Operator	Formal review with inception and set – up April 2023.  Monthly ongoing	Full review Dec 2023.  Monthly ongoing
Check that all event logistics organisers & participants requiring Licences and Permissions are complying correctly.	Covers public liability insurance for any stall holders, performers, exhibitors and fairground operators.  Temporary Events	All requisite governance paperwork maintained on events files and within data share system.	Copies of public liability and other relevant certification requested and validated in advance of event.	On going	On going

	<p>Notice licencing to be adhered to for any sales of alcohol for consumption at Events where applicable. Food Hygiene status validation for vendors.</p> <p>Statutory Road Closure permissions are applied for and notified through WDC &amp; WCC Highways.</p> <p>Any Diversion notices are correctly applied by suitably qualified contractors “Chapter 8 – Working on the Highway” e.g Festivals, Christmas Lights Switch On and Remembrance Sunday arrangements.</p>				
COVID 19 Supplementary – Lengthsman Operations	Bespoke COVID 19 Risk Assessment completed – April 2021 to enable safe resumption of operations and sanctioned by Worcestershire County Council in collaboration with NALC	See separate document	<p>Follow all National guidelines and emerging updates for safe working.</p> <p>No formal Covid 19 restrictions apply after Oct 2022.</p>	Oct 2022	Review monthly ongoing
<p>COVID 19 Supplementary Risk assessment for safe opening of the Heritage Centre, including volunteer staffing arrangements.</p> <p>Public Health and Safety Staff and Volunteer wellbeing</p>	<p>Bespoke COVID 19 Risk Assessment completed- June 2021. Reopening Effective from 4 August 2020 for reduced pattern at time</p> <p>Ongoing maintain full adherence to all emerging Government advice.</p>	See separate document. Full documented one to ones with all active volunteers prior to resumption of duties	<p>Follow all National guidelines and emerging updates for safe working in pandemic term.</p> <p>Nov 21 ensure all due diligence for PPE &amp; Face coverings maintained for public building (PPE, Face coverings, hand sanitiser, spacing and ventilation). Important to review</p>	<p>Review daily</p> <p>From Nov 21</p>	<p>Review daily</p> <p>Review daily</p>

Council Meetings	For scheduled Council Meetings maintain use of Community Hall premises to provide increased space and ventilation.		<p>and update all Risk Assessments.</p> <p>Resolved Oct 2022 no further restrictions apply but remain vigilant for any emerging further advice for public facing operations and working with volunteers</p> <p>Last reviewed April to June 2022 and actioned return to Council Chamber venue at St Richards House for all Meetings thereafter – continue to monitor situation and accord with official guidelines and health advice.,</p>	<p>Oct 22</p> <p>Review daily</p>	<p>Review daily</p> <p>Review daily</p>
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