

CORPORATE RISK ASSESSMENT

ACTION PLAN – 2025/26

Section	Item	No.	Action identified	Target date	Responsible officer	Action Required
1.	Corporate	1.3	Inadequate attention given to health and safety matters.	March 2026	C/DC	Resource required. Designated staff defined responsibilities matrix required. Health and Safety representatives meetings required. Risk, manual handling and COSHH assessments/reviews required. Brightsafe Risk management portal in place to aid H&S resource. Part time staff assigned to roll out systems and process training to all employees.
		1.4	Updated employee handbook required.	September 2025	DC	Under review. Part time resource provided
2.	Administration/legal	2.26	Existing procedures inadequate in respect of proactive inspection of buildings and grounds.	December 2025	C/DC/FM	New procedures under development. Part time staff assigned to roll out systems and process training to all employees.
		2.27	Failure to document assets	September 2025	FM/DC	Review of asset registration process implemented Jan. 25. Part time staff assigned to roll out systems.
		2.30	Insufficient staff capacity and business continuity risk.	March 2026	FM/DC	Existing controls, staff capacity and risk to business continuity management systems under review. Part time staff assigned to roll out systems

30 March 2025

		2.32	Risk to data back-up and storage.	March 2026	FM	Existing procedure inadequate Development of a business continuity plan underway. Budget in place. Evaluate Cloud based storage systems to further reduce risk.
3.	Council	3.8	Appropriate resources are not in place to accomplish and review risk assessments to minimise the risk of injury.	March 2026	C/DC	Resource for risk assessment process and policy review required.
4.	Physical	4.3	Loss of assets	December 2025	DC/FM	Review of asset registration process implemented Jan. 25. Part time staff assigned to roll out systems.
5.	Data Protection	5.2	Loss of Data	March 2026	C/DC/FM	Consider cloud back-up to reduce risk.
		5.3	Loss of physical documents.	April 2024	C	DokoniFind Document retrieval system now in place. Staff training to be rolled out during April 2025.
6.	Employment of Staff	6.4	Lack of employee motivation/efficiency/capacity.	March 2026	C/FM/DC	Existing capacity and business continuity risks to be reviewed.
		6.5	Risk of attacks on personnel	September 2025	DC	Carry out risk assessments on personal safety. Brightsafe portal use rolling out. Lone working policy under review. Part time resource provided.
		6.6	Failure to implement people management practices.	September 2025	C/DC	Improve leadership at all levels. Training resource required. Resource required to evaluate training needs. Employee representative groups in place. Dialogue taking place. Maintain Investors In People (I.I.P.) Accreditation due in September 2025.
7	Provision of Office Accommodation/work environs.	7.2	Maintaining adequate working conditions	December 2025	C/DC/FM	Staff training on undertaking housekeeping checks to be completed.
		7.3	Poor/faulty equipment	December 2025	C/DC/FM	Asset register process under review. Refresher training rolling out April 2025.

		7.4	Fire	December 2025	C/DC/FM	Review of Evacuation Chair system required. Fire marshal refresher training required.
		7.5	Personal injury	December 2025	C/DC/FM	Existing procedure inadequate. Review of risk assessment and accident reporting process/policy required.
8.	Land and Buildings	8.1	Maintenance and security of Deeds of Ownership etc.	December 2025	DC/FM	Review document storage arrangements.
9.	Community Halls and Changing Rooms	9.1	Failing volunteer committees.	April 2024	DC	Review of management policy in work. Report due to Recreation & Welfare Committee April 2025.
		9.2	Failure to retain asset register.	December 2025	FM/DC	New system under evaluation. Resource required.
		9.6 - 9.9, 9.11/9.12	Fire Safety, failure to maintain assets and security.	December 2025	DC	Revised policies and procedures required. Management committees require training and LRC resource required.
14.	Cemetery and Buildings	14.4	Staff to receive refresher training on carrying out housekeeping checks and fire marshal duties.	December 2025	DC	New system introduced Jan 25. Under review. Training underway.
		14.7	Regular H&S recorded site inspections required.	December 2025	DC	Fire Marshall training sourced - not completed. Resource required.

C – Clerk to the Council
DC – Deputy Clerk
FM – Finance Manager

30 March 2025