

TENBURY TOWN COUNCIL ASSET RISK REGISTER

ASSET	RISK	IMPACT	RISK LEVEL	INTERNAL CONTROLS	REVIEW	ALTERNATIVE REVIEW TRIGGER/INTERNAL AUDIT ASSURANCE
CEMETERY	1. Lack of Maintenance	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	L	Regular Maintenance Groundsman Inspections Member reports to Committee	On-going	Additional expenditure Complaints
			M	Memorial Inspections 18-month tree inspection programme	Every 5 years or as required	
	2. Damage /Vandalism	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	L	Regular Maintenance Groundsman Inspections Reports to Committee	On-going	Additional expenditure Complaints
	3. Allocation of Graves not recorded	Duplication Complaints/ Loss of reputation	L	Records system – all written entries in Grave/Death Registers Liaise with undertakers	On-going	Checks by Undertakers

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	4. Accidents/Personal Injury	Injury to third party leading to claim	L	Insurance Cover Regular inspections/maintenance Memorial Inspections 18-month tree inspection programme	Annually Every 5 years or as required	Unexpected incident
	5. Flood	Damage to memorials Risk to public Collapsed graves	H	Liaise with Environment Agency Liaise with MHDC/WCC Liaise with public Regular inspections Memorial inspections		Closure of cemetery
CHANGING ROOMS	1. Lack of Maintenance	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	H	Liaise with Football Club Inspections Members Report to Committee	Bi Monthly	Additional expenditure Complaints
	2. Damage /Vandalism	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	H	Liaise with Football Clubs Inspections Reports to Committee	Bi Monthly	Additional expenditure Complaints Police Report

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	3. Poor Building Safety	Injury to third party leading to claim Damage to Property Loss of Asset High cost of repair Legionella	H	Insurance Cover Fire Check Electrical Safety Check Regular inspections/maintenance Notices erected Legionella Risk Assessment & Maintenance Plan	Annually	Unexpected incident Review of management arrangements Weekly/monthly tests
	4. Lack of security of building	Damage to property Injury to 3 rd party Unexpected repair costs	M	Key security Inspections	On-going	Police Report Unexpected Incident
THE PUMP ROOMS	1. Lack of Maintenance	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	M	Maintenance Budget Building Insurance Condition Surveys undertaken Inspections Members Report to Committee	Bi Monthly	Additional expenditure
	2. Damage /Vandalism	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	L	Inspections Reports to Committee Alarm System	Bi Monthly	Additional expenditure Complaints Police Report

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	3. Poor Building Safety	Injury to third party leading to claim Damage to Property Loss of Asset High cost of repair/replacement Legionella	M	Insurance Cover Fire Check Electrical Safety Check Regular inspections/maintenance PAT Testing Legionella Risk Assessment & maintenance plan	Annually	Unexpected incident Review of management arrangements Weekly/monthly tests
	4. Lack of security of building	Damage to property Injury to 3 rd party Unexpected repair costs	M	Key security Inspections Alarm System	On-going	Police Report Unexpected Incident
	5. High Running Costs	Inefficient equipment Listed Building	H	Review equipment/fittings Review energy supplier	Annually	Increasing costs
	6. Damage or loss to Council property by 3 rd party or act of God. Insufficient protection of physical assets owned by Council	High cost of repair or replacement Loss of assets Irreplaceable assets Disruption Loss of information Damage to public property or person	M L L M L L	Insurance cover Security Alarms Fire Alarm Notices erected Up to date register of assets Regular maintenance Remote data backup Annual review of risk & adequacy of insurance cover	Annually	Police report Review of management arrangements regarding insurance cover (loss or damage)

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	7. Damage/Accident/Injury caused by hirers	Injury to third party leading to claim Damage to Property High cost of repair/replacement	M	Terms and Conditions of Hire Public Liability Insurance – Hirer	On-going	Unexpected Incident Third party claim
	8. Flood	High cost of repair or replacement Increase in insurance Loss of assets Irreplaceable assets Disruption Loss of information Loss of income Damage to public property or person	H	Insurance Cover Liaise with Environment Agency Liaise with MHDC/WCC Liaise with public & users	Annually On-going	

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	9. Fire	<p>High cost of repair or replacement</p> <p>Loss of assets</p> <p>Irreplaceable assets</p> <p>Disruption</p> <p>Loss of information</p> <p>Damage to public property or person</p>	L	<p>Insurance Cover</p> <p>Fire Checks</p> <p>Electrical Checks</p> <p>PAT Testing</p> <p>Boiler serviced regularly</p> <p>Fire Safety training provided</p>	Annually	Unexpected Incident
	10. Non-Compliance with Health & safety	<p>Third Party Claim</p> <p>High cost of repair or replacement</p> <p>Loss of assets</p> <p>Irreplaceable assets</p> <p>Disruption</p> <p>Loss of information</p> <p>Damage to public property or person</p>	L	<p>Public Liability Insurance</p> <p>Risk Assessments</p> <p>Contractors – produce method statements, risk assessments and public liability insurance</p>		

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THE REGAL	1. Lack of Maintenance	Loss of revenue for Trust Injury to 3 rd party Unexpected additional repair costs Complaints	M	Maintenance Budget Building Insurance Condition Survey undertaken Inspections Members Report to Committee	Bi Monthly	Additional expenditure
	2. Damage /Vandalism	Loss of revenue for Trust Injury to 3 rd party Unexpected additional repair costs Complaints	L	Inspections Reports to Committee Alarm System	Bi Monthly	Additional expenditure Complaints Police Report
	3. Poor Building Safety	Injury to third party leading to claim Damage to Property Loss of Asset High cost of repair/replacement Legionella	M	Insurance Cover Fire Check Electrical Safety Check Regular inspections/maintenance PAT Testing Legionella Risk Assessment & maintenance plan	Annually	Unexpected incident Review of management arrangements Weekly/monthly tests
	4. Lack of security of building	Damage to property Injury to 3 rd party Unexpected repair costs	M	Key security Inspections Alarm System	On-going	Police Report Unexpected Incident

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	<p>5. Damage or loss to Council property by 3rd party or act of God. Insufficient protection of physical assets owned by Council</p>	<p>High cost of repair or replacement Loss of assets Irreplaceable assets Disruption Loss of information Damage to public property or person</p>	<p>M L L M L L</p>	<p>Insurance cover Security Alarms Fire Alarm Up to date register of assets Regular maintenance Remote data backup Annual review of risk & adequacy of insurance cover</p>	<p>Annually</p>	<p>Police report Review of management arrangements regarding insurance cover (loss or damage)</p>
	<p>6. Damage/Accident/Injury caused by Trust/Hirers</p>	<p>Injury to third party leading to claim Damage to Property High cost of repair/replacement</p>	<p>M</p>	<p>Terms and Conditions of Hire Public Liability Insurance – Hirer/Trust Lease</p>	<p>On-going</p>	<p>Unexpected Incident Third party claim</p>

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	7. Flood	<p>High cost of repair or replacement</p> <p>Increase in insurance premium</p> <p>Loss of assets</p> <p>Irreplaceable assets</p> <p>Disruption</p> <p>Loss of information</p> <p>Damage to public property or person</p>	H	<p>Insurance Cover</p> <p>Liaise with Environment Agency</p> <p>Flood Defences</p> <p>Liaise with MHDC/WCC</p> <p>Liaise with public & users</p>	<p>Annually</p> <p>On-going</p>	
	8. Fire	<p>High cost of repair or replacement</p> <p>Loss of assets</p> <p>Irreplaceable assets</p> <p>Disruption</p> <p>Loss of information</p> <p>Damage to public property or person</p>	L	<p>Insurance Cover</p> <p>Fire Checks</p> <p>Electrical Checks</p> <p>PAT Testing</p> <p>Fire Safety Training</p>	Annually	Unexpected Incident

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	9. Loss of Trust	Theatre/Cinema cease to operate Additional costs for Council Inadequate Budget	M	Regular presentations from Trust Annual Report from Trust Review of Lease	Bi Monthly Annually	
	10. Non-Compliance with Health & safety	Third Party Claim High cost of repair or replacement Loss of assets Irreplaceable assets Disruption Loss of information Damage to public property or person	M	Trust – Public Liability Insurance Trust – Risk Assessments Contractors – produce method statements, risk assessments and public liability insurance	Annually	
CHILDREN PLAY AREAS	1. Damage/Vandalism/Rubbish	Injury to 3 rd party Unexpected additional repair costs Complaints	M	Daily checks & Litterpick Groundsman completes weekly RoSPA inspection forms RoSPA Inspection Member reports to Committee	Daily Weekly Annually	Unexpected Incident Third party claim

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	2. Equipment not maintained	Injury to 3 rd party Unexpected additional repair costs Complaints	M	Minor repairs carried out by Groundsman RoSPA Inspection Contractor appointed to carry out major repairs	Annually	Unexpected Incident Third party claim
	3. Accidents/Personal Injury	Injury to third party leading to claim	L	Insurance Cover Regular inspections/maintenance 18-month tree inspection programme	Annually	Unexpected incident
	4. Illegal activity	Misuse of substances Underage drinking	H	Daily Inspections Liaise with local Police	Daily	Waste left in areas
	5. Flood	High cost of repair or replacement Loss of assets Disruption Risk to public	H	Insurance cover Liaise with Environment Agency Liaise with MHDC/WCC Liaise with public	On-going	

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<p>SKATE PARK</p>	<p>1. Damage/Vandalism/Rubbish</p>	<p>Injury to 3rd party Unexpected additional repair costs Complaints</p>	<p>M</p>	<p>Daily checks & Litterpick Groundsman completes weekly RoSPA inspection forms RoSPA Inspection Member reports to Committee</p>	<p>Daily Weekly Annually</p>	<p>Unexpected Incident Third party claim</p>
	<p>2. Equipment not maintained</p>	<p>Injury to 3rd party Unexpected additional repair costs Complaints</p>	<p>M</p>	<p>Minor repairs carried out by Groundsman RoSPA Inspection Contractor appointed to carry out major repairs</p>	<p>Annually</p>	<p>Unexpected Incident Third party claim</p>
	<p>3. Accidents/Personal Injury</p>	<p>Injury to third party leading to claim</p>	<p>L</p>	<p>Insurance Cover Regular inspections/maintenance</p>	<p>Annually</p>	<p>Unexpected incident</p>
	<p>4. Illegal activity</p>	<p>Misuse of substances Underage drinking</p>	<p>H</p>	<p>Daily Inspections Liaise with local Police</p>	<p>Daily</p>	<p>Waste left in areas</p>
	<p>5. Flood</p>	<p>High cost of repairs or replacement Loss of assets Disruption Risk to public</p>	<p>H</p>	<p>Insurance cover Liaise with Environment Agency Liaise with MHDC/WCC Liaise with public</p>	<p>O-going</p>	

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THE BURGAGE/RI VERSIDE WALK	1. Damage/Vandalism/Rubbish	Injury to 3 rd party Unexpected additional repair costs Complaints	M	Daily checks & Litterpick Member reports to Committee	Daily	Unexpected Incident Third party claim
	2. Accidents/Personal Injury	Injury to third party leading to claim	L	Insurance Cover Regular inspections/maintenance 18-month tree inspection rolling programme	Annually	Unexpected incident
	3. Illegal activity	Misuse of substances Underage drinking	H	Daily Inspections Liaise with local Police	Daily	Waste left in areas
	4. Damage/Accident/Injury caused by/Hirers	Injury to third party leading to claim Damage to Property High cost of repair	M	Terms and Conditions of Hire Public Liability Insurance – Hirer/Trust Hirers – Risk Assessment/First Aid Cover	On-going	Unexpected Incident Third party claim
	5. Slips, trips & falls into the River Teme or on Riverwalk	Injury to third party leading to claim	H	Regular Inspections	On-going	Unexpected Incident Third party claim

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	6. Flood	High cost of repair or replacement Loss of assets Disruption Damage to public property or person	H	Insurance Cover Liaise with Environment Agency	Annually On-going	
THE PAVILION & SHED	1. Lack of Maintenance	Injury to 3 rd party Unexpected additional repair costs Complaints	M	Maintenance Budget Building Insurance Inspections Members Report to Committee	Bi Monthly	Additional expenditure
	2. Damage /Vandalism	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	L	Inspections Reports to Committee Alarm System	Bi Monthly	Additional expenditure Complaints Police Report
	3. Poor Building Safety	Injury to third party leading to claim Damage to Property Loss of Asset High cost of repair/replacement Legionella	M	Insurance Cover Fire Check Electrical Safety Check Regular inspections/maintenance PAT Testing Legionella Risk Assessment & maintenance plan	Annually	Unexpected incident Review of management arrangements Weekly/monthly tests

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	4. Lack of security of building	Damage to property Injury to 3 rd party Unexpected repair costs	M	Key security Inspections Alarm System	On-going	
	5. High Running Costs	Inefficient equipment	M	Review equipment/fittings Review energy supplier	Annually	
	6. Damage or loss to Council property by 3 rd party or act of God. Insufficient protection of physical assets owned by Council	High cost of repair or replacement Loss of assets Disruption Damage to public property or person	M L L L	Insurance cover Security Alarms Up to date register of assets Annual review of risk & adequacy of insurance cover	Annually	
	7. Damage/Accident/Injury caused by hirers	Injury to third party leading to claim Damage to Property High cost of repair/replacement	M	Terms and Conditions of Hire Public Liability Insurance – Hirer	On-going	

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8. Fire	<p>High cost of repair or replacement</p> <p>Loss of assets</p> <p>Irreplaceable assets</p> <p>Disruption</p> <p>Damage to public property or person</p>	M	<p>Insurance Cover</p> <p>Fire Checks</p> <p>Fire Alarm fitted in Pavilion</p> <p>Electrical Checks</p> <p>Fire Exit Signs</p> <p>Emergency lighting tested</p> <p>PAT Testing</p> <p>Fire Safety Training</p>	Annually	
9. Theft	<p>Loss of equipment</p> <p>Disruption</p> <p>High Cost of replacement</p>	M	<p>Insurance Cover</p> <p>Inventory</p> <p>Alarm system</p>	Annually	Police Report
10. Flood	<p>High cost of repair or replacement</p> <p>Loss of assets</p> <p>Disruption</p> <p>Damage to equipment</p>	H	<p>Insurance cover</p> <p>Liase with Environment Agency</p> <p>Liase with MHDC/WCC</p> <p>Liase with public</p>		

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BOWLING GREEN	1. Lack of Maintenance	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	L	Maintenance Budget Inspections Members Report to Committee	Bi Monthly	Additional expenditure
	2. Damage /Vandalism	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	L	Inspections Reports to Committee	Bi Monthly	Additional expenditure Complaints
TENNIS COURTS	1. Lack of Maintenance	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	L	Maintenance Budget Inspections Members Report to Committee	Bi Monthly	Additional expenditure
	2. Damage /Vandalism	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	L	Inspections Reports to Committee	Bi Monthly	Additional expenditure Complaints
	3. Accidents/Personal Injury	Injury to third party leading to claim	L	Insurance Cover Regular inspections/maintenance	Annually	Unexpected incident

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	4. Flood	Damage to courts Loss of revenue Disruption High cost or repairs	H	Liaise with EA Liaise with MHDC/WCC Liaise with public	On-going	
THE PALMERS	1. Damage/Vandalism/Rubbish	Injury to 3 rd party Unexpected additional repair costs Complaints	M	Daily checks & Litterpick Member reports to Committee	Daily	Unexpected Incident Third party claim
	2. Accidents/Personal Injury	Injury to third party leading to claim	L	Insurance Cover Regular inspections/maintenance 18-month tree inspection rolling programme	Annually	Unexpected incident
	3. Illegal activity	Misuse of substances Underage drinking	H	Daily Inspections Liaise with local Police	Daily	Waste left in areas
	4. Lack of Maintenance	Loss of revenue Injury to 3 rd party Unexpected additional repair costs Complaints	L	Maintenance Budget Inspections Members Report to Committee 18-month tree inspection rolling programme	Bi Monthly	Additional expenditure

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	5. Damage/Accident/Injury caused by/Hirers	Injury to third party leading to claim Damage to Property High cost of repair	M	Terms and Conditions of Hire Public Liability Insurance – Hirer/Trust Hirers – Risk Assessment/First Aid Cover	On-going	Unexpected Incident Third party claim
	6. Loss of revenue on pitches	Loss of funding	L	Booking system Leases reviewed Liaise with Clubs	On-going	
	7. Damage to Pitches	Weather damage Misuse of area	M	Weekly decision on use of grounds Daily inspections Inspections by Grounds Maintenance Contractor	On-going	Complaints Loss of bookings
CAR PARK	1. Damage/Vandalism/Rubbish	Injury to 3 rd party Unexpected additional repair costs Complaints	M	Regular Checks Member reports to Committee	Daily	
	2. Accidents/Personal Injury	Injury to third party leading to claim	L	Insurance Cover Regular inspections	Annually	

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	3. Illegal activity	Misuse of substances Underage drinking	H	Regular Inspections Liaise with local Police	Daily	
	4. Lack of Maintenance	Injury to 3 rd party Unexpected additional repair costs Complaints	L	Maintenance Budget Inspections Members Report to Committee	Bi Monthly	
	5. Damage/Accident/Injury caused by/Hirers	Injury to third party leading to claim Damage to Property High cost of repair	M	Terms and Conditions of Hire Public Liability Insurance – Hirer/Trust Hirers – Risk Assessment/First Aid Cover	On-going	
STREET FURNITURE	1. Damage/Accident/Injury	Injury to third party leading to claim Damage to property High cost of repair/replacement	M	Inspected by Outside Operative Bus shelter inspected daily	On-going	Reported incidents

