



# BEACONSFIELD TOWN COUNCIL

## Risk Management Plan

### Description of Organisation

Beaconsfield Town Council is a Local Council operating within South Bucks District. The Council has a turnover around £450k and employs a full-time Clerk who acts as the Responsible Financial Officer. The Council also employs 3 part time members of staff. The Council own a number of open space areas that are accessible to the public as detailed below. The Council also has a lease on Beaconsfield Town Hall, which is partially accessible to the public, and rents office space to a number of business

### Areas of Liability

Assets – “Open Space” comprising of; Wooburn Green Lane Sports Field, Oak Lodge Meadow (leased to the Rugby Club), Junction of The Spinney and Wattleton Road, Hampden Hill Village Green, Walkwood, A verge at Baring Road/ Gregories Road, grass at Wheelers Green, Candlemas Lane, Candlemas Pond, Ivins Road Allotments, path at Woodside Road, The Oval (leased to the Tennis Club), the Parkway Strip, Geary’s Piece, Geary’s Meadow, Geary’s pond, Malthouse Square recreation Ground, Holtspur Park Recreation ground, Holtspur Bank Nature reserve (Land leased to the Butterfly Conservation group, One Tree Meadow, Market Square,; Common land comprising War Memorial and Garden, Candlemas Pond, Davenies Strip and Piece, Town Hall Green, Church Lane The churchyard at St Mary’s; St Mary’s Playground (Leased from Bucks County Council); Town Hall; Holtspur Youth Club (leased to the Youth Club)

Financial – Accounting, Cash Control, Audit.

Legal – Standing Orders, Financial Regulations, Records of the Council.

Councillors – Declarations of Interest, Receipt of Gifts, Bribery (also covered under Code of Conduct)

Employees – Conditions of Employment, Compliance with Employment Law

### 1) Open Space

The Council-owned land is divided into a number distinct areas; and there are a further 3 pieces of Common Land, 1 piece of Church Land and 1 piece leased from Bucks County Council that Beaconsfield Town Council have responsibility to maintain.

### Site Visitors

- Members of the General Public (inc, Runners, Walkers etc) – Daily
- Council Staff – Occasionally
- Maintenance Staff – Monthly

BTC Risk Management Plan V2.1	Date of Adoption – 11.06.20
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## BEACONSFIELD TOWN COUNCIL

### Permitted Activities

Below is a description of the activities typically undertaken on the site;

- Public
  - Walking (Hiking, Dog-Walking etc.)
  - Cycling (Off road etc.)
  - Ball Sports
  - Playing
- Staff
  - Repairing Structures (Fences, Seating, Gates etc)
  - Cutting back vegetation (with Flails, Chainsaws etc)
  - Mowing
  - Wood Chipping
  - Inspections

### Equipment

Below is a description of temporary and permanent equipment and substances to be found on the site.

- Permanent
  - Fencing
  - Gates
  - Signage
  - Play Equipment
  - Seating - Picnic tables, wooden benches and “Informal Seating”
  - Planters and baskets
  - Defibrillators and heated cabinets
- Temporary
  - Vehicles – (e.g. Maintenance Vans)
  - Agricultural Cutting equipment – (e.g. Flails and Chainsaws)
  - Fuel Products – (e.g. Petrol for Chainsaws etc.)
  - Herbicides and Pesticides

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## BEACONSFIELD TOWN COUNCIL

### 2) Legal Governance

It is the responsibility of the Council to ensure that it is acting according to the law.

### 3) Financial Conduct

The Council has an obligation to conduct its finances in a responsible and transparent manner.

### 4) Councillors

Councillors are obliged to follow the Council's Code of Conduct, and to declare any interest in matters brought before them.

### 5) Employees

The Council are responsible for ensuring that employees are protected by the relevant legal obligations of an employer.

## Risks and Controls

High Risk 11-16	Medium Risk 6-10	Low Risk 1-5
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Assets					
Hazard	Description	People Affected*	Risk (out of 16)	Control	Residual Risk
Fences to provide a safety barrier between public areas and the highway and other land.	The fencing provides a safety barrier between users of the space and the Public Highway.	Members of the public using Council Land	Likelihood = 1 Consequence =4 Risk = 1 X 4 <b>Risk = 4</b>	Routine visual checks on the condition of the fencing by Maintenance Staff	Likelihood = 1 Consequence =4 Risk = 1 X 4 <b>Risk = 4</b>

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## BEACONSFIELD TOWN COUNCIL

Uneven surfaces	There is a potential for trips and falls for pedestrians, horse riders and cyclists, with the potential for injury.	Members of the public. Members of Maintenance Staff	Likelihood = 2 Consequence = 2  Risk = 2 X 2  <b>Risk = 4</b>	Routine visual checks on the condition of the surfaces by Maintenance Staff	Likelihood = 2 Consequence = 2  Risk = 2 X 2  <b>Risk = 4</b>
Trees	There is a risk of trees, or parts of trees, in and adjacent to public areas falling and causing injury.	Members of the public. Members of Maintenance Staff	Likelihood = 2 Consequence = 4  <b>Risk = 8</b>	Rolling check from certified Arboriculturist and regular, specialist tree maintenance	Likelihood = 1 Consequence = 4  <b>Risk = 4</b>
Maintenance Vehicles. (Temporary)	Vehicles operate in open areas, accessible to the general public	Members of the general public Members of staff conducting task	Likelihood = 2 Consequence = 4  Risk = 2 X 4  <b>Risk = 8</b>	All machine operations are to be carefully controlled with safe systems of work in place and adhered to (including appropriately trained and supervised staff; appropriate personal protection equipment). The area being worked on should be marked as inaccessible to members of the public and non-essential staff, through barriers and/or signage	Likelihood = 1 Consequence = 4  Risk = 1 X 4  <b>Risk = 4</b>

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## BEACONSFIELD TOWN COUNCIL

<p>Chainsaws, Agricultural Machinery (Temporary)      Cutting</p>	<p>In the wooded areas of the site, staff have to perform cutting duties using chainsaws. As well as the risks to the operator, the general public has access to this area. Contact with the moving blades can result in very serious injury or death.</p>	<p>Members of the general public Members of staff conducting task</p>	<p>Likelihood = 2 Consequence =4  Risk = 2 X 4  <b>Risk = 8</b></p>	<p>All machine operations are to be carefully controlled with safe systems of work in place and adhered to (including appropriately trained and supervised staff; appropriate personal protection equipment). The area being worked on should be visibly out of bounds to members of the public and non-essential staff.</p>	<p>Likelihood = 1 Consequence =4  Risk = 1 X 4  <b>Risk = 4</b></p>
<p>Herbicides (Temporary)</p>	<p>At certain intervals throughout the year, staff members may spray the area with Weedkiller. Members of the public have access to the site during these operations and may come into contact with the chemicals on the footpath. Contact with the chemicals can cause illness.</p>	<p>Members of the General Public Members of staff conducting task</p>	<p>Likelihood = 2 Consequence =3  Risk = 2 X 3  <b>Risk = 6</b></p>	<p>Staff using herbicides to be appropriately trained and using the correct personal protection equipment.. Chemicals to conform to COSHH regulations. Areas being sprayed to be visibly signed to warn the public and non-essential staff.</p>	<p>Likelihood = 1 Consequence =2  Risk = 1 X 2  <b>Risk = 2</b></p>

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## BEACONSFIELD TOWN COUNCIL

Fouling and Litter	Incidences of dog/horse fouling on the site. May cause disease on contact. Incidences of litter or fly tipping may contain harmful substances or dangerous objects	Members of the public	Likelihood = 2 Consequence =3  Risk = 2 X 3  <b>Risk = 6</b>	Fouling and litter to be removed as part of Maintenance as quickly as possibly after notification and ensure the area meets sanitary standards.	Likelihood = 1 Consequence =3  Risk = 1 X 3  <b>Risk = 3</b>
Play Equipment	The play equipment is unsupervised and could lead to misuse. Also, any damage to the equipment may render it unsafe.	Members of the Public.	Likelihood = 2 Consequence =4  Risk = 2 X 4  <b>Risk = 8</b>	Safety information displayed at the entrance to the site, with relevant emergency contact numbers. Annual Safety Check of equipment.	Likelihood = 1 Consequence =3  Risk = 1 X 3  <b>Risk = 3</b>
General Risk of Injury on Council Land	There is a general risk of injury from users of Council Land that would fall under the Liability of the Council.	Members of the Public.	Likelihood = 2 Consequence =4  Risk = 2 X 4  <b>Risk = 8</b>	Appropriate Public Liability Insurance in place. Annual Safety Inspections. Appropriate methodologies and Insurance supplied by competent contractors.	Likelihood = 2 Consequence =2  Risk = 2 X 2  <b>Risk = 4</b>
Defibrillators	The Defibrillators are fitted with a live electricity supply to heat the cabinets	Members of the Public	Likelihood = 2 Consequence =4  Risk = 2 X 4  <b>Risk = 8</b>	The Electricity supply is maintained to strict specifications for on-street electrical appliances	Likelihood = 1 Consequence =4  Risk = 1 X 4  <b>Risk = 4</b>

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## BEACONSFIELD TOWN COUNCIL

Slips, Trips and Falls in the Town Hall	The Town hall has a number of obstacles and hazards, such as smooth, uncarpeted floor and stairs.	Members of the Public, Staff, Councillors, Tenants	Likelihood = 2 Consequence =4  Risk = 2 X 4  <b>Risk = 8</b>	Daily visual inspections of floor area; signage during cleaning operations; adequate and maintained lighting.	Likelihood = 1 Consequence =4  Risk = 1 X 4  <b>Risk = 4</b>
Fire Safety in the Town Hall	The Town hall has a number of areas that are not monitored through the day, and no system of checking who is in or out of the building.	Members of the Public, Staff, Councillors, Tenants	Likelihood = 2 Consequence =4  Risk = 2 X 4  <b>Risk = 8</b>	Adequate fire prevention equipment (including fire-escape signage), ensure fire escapes are useable in an emergency (i.e. not behind locked doors), establish a sign-in/monitored entry system for users of the building,	Likelihood = 1 Consequence =4  Risk = 1 X 4  <b>Risk = 4</b>
Cleaning Products and Chemicals	People using the town hall may come into contact with various hazardous chemicals.	Members of the Public, Staff, Councillors, Tenants	Likelihood = 2 Consequence =2  Risk = 2 X 2  <b>Risk = 4</b>	Staff using chemicals to be appropriately trained and using the correct personal protection equipment. Chemicals to conform to COSHH regulations. Areas being cleaned to be visibly signed to warn the public and non-essential staff.	Likelihood = 1 Consequence =2  Risk = 1 X 2  <b>Risk = 1</b>

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Community Bus Trial	Volunteers are unsupervised with potentially vulnerable people	Volunteers and the passengers	Likelihood = 1 Consequence = 3  Risk = 1 x 3  Risk = 3	All volunteers are DBS checked. Buses have both a driver and a conductor on them where possible. All volunteers are advised by the BTC Community Bus Handbook and Safeguarding Policy	Likelihood = 1 Consequence = 3  Risk = 1 x 3  Risk = 3
Community Bus Trial	Injury due to poor driving	Drivers, volunteers service users and public	Likelihood = 2 Consequence = 4  Risk = 2 x 4  Risk = 8	Checks on licences plus specialist training.	Likelihood = 1 Consequence = 4  Risk = 1 x 4  Risk = 4

Finance					
Hazard	Description	People Affected*	Risk (out of 16)	Control	Residual Risk
Cash Loss control , ie theft from cash handling	There is a risk associated with financial mismanagement or misconduct	Councillors	Likelihood = 2 Consequence =4  Risk = 2 X 4  <b>Risk = 8</b>	Insurance cover. Financial oversight (monthly Updates to the Members). Observance of Regulations. Robust Account Keeping. Multiple signatories for all transactions.	Likelihood = 1 Consequence =2  Risk = 1 X 2  <b>Risk = 2</b>

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## BEACONSFIELD TOWN COUNCIL

Emergency Payments	There is a risk associated with the need for potential unforeseen costs, such as legal fees, that could not be met within the annual budget	Councillors	Likelihood = 2 Consequence =4  Risk = 2 X 4  <b>Risk = 8</b>	A surplus to be maintained of approximately 6 to 9 months expenditure annually	Likelihood = 2 Consequence =2  Risk = 2 X 2  <b>Risk = 4</b>
GDPR	The Council acts as a Data Controller for personal data	Councillors and public	Likelihood = 2 Consequence =4  Risk = 2 X 4  <b>Risk = 8</b>	Adoption of Policy to restrict personal Data held and safeguards against data loss	Likelihood = 1 Consequence =4  Risk = 1 X 4  <b>Risk = 4</b>

<b>Legal Liability</b>					
<b>Hazard</b>	<b>Description</b>	<b>People Affected*</b>	<b>Risk (out of 16)</b>	<b>Control</b>	<b>Residual Risk</b>
The Council has a duty to act within the law	The activities of the Council need to adhere to strict legislative guidelines. There is a potential for the actions of the Council to be considered unlawful, regardless of intention.	Councillors	Likelihood = 2 Consequence =4  Risk = 2 X 4  <b>Risk = 8</b>	Clerk to advise where appropriate. External advice when necessary. Robust meeting Minutes kept, etc. Ongoing training.	Likelihood = 1 Consequence =4  Risk = 1 X 4  <b>Risk = 4</b>

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<b>Members Liability</b>					
<b>Hazard</b>	<b>Description</b>	<b>People Affected*</b>	<b>Risk (out of 16)</b>	<b>Control</b>	<b>Residual Risk</b>
Members may act inappropriately or unlawfully	Council Members must act impartially and without prejudice. Receipt of gifts or other enticements could be construed as unlawful	Councillors	Likelihood = 1 Consequence =4  Risk = 1 X 4  <b>Risk = 4</b>	Declaration of Interests featured on each agenda. Gifts over the value of £25 to be declared. Acceptance of the Code of Conduct.	Likelihood = 1 Consequence =4  Risk = 1 X 4  <b>Risk = 4</b>

<b>Employers Liability</b>					
<b>Hazard</b>	<b>Description</b>	<b>People Affected*</b>	<b>Risk (out of 16)</b>	<b>Control</b>	<b>Residual Risk</b>
The Council employs staff and must follow the necessary employment guidelines.	The terms of employment must be commensurate with the legal guidelines, ensuring that all necessary obligations are met. If not, there is potential that the Council could be acting unlawfully	Councillors. Staff.	Likelihood = 1 Consequence =4  Risk = 1 X 4  <b>Risk = 4</b>	Clerk to ensure compliance with employment law. External guidance sought when necessary. Issue and work within contracts of employment. Establishment of an HR Committee, sub-committee to Resources	Likelihood = 1 Consequence =4  Risk = 1 X 4  <b>Risk = 4</b>

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