

LCRS 7. Action Plan/s for Aylesford Parish Council

Assessment year: 2021

Risk / Hazard

Ref	Requirement / Control	Likelihood & Score Impact	Action to be taken	Responsibility & Action by	Action by date completed
415	Administration/Legal Absence of a completed agreement with every allotment holder. To have a completed agreement on file for 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.	Low Medium	3 1. Set up allotment committee for Aylesford 2: Action tenancy agreements	Clerk Clerk	11/03/2022 <input type="text"/>

Allotments

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Thomas Shelley

Signed by responsible Finance officer: Finance officer name

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 .

No of issues listed: 1

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63	Environmental	Dog fouling.	Medium	3	Keep an eye on the amount of dog fouling in the cemetery and consider banning dogs from entering.	Maintenance Supervisor	11/01/2022	<input type="text"/>
		<i>To minimize the impact of dog fouling.</i>						
		Consider banning dogs from cemeteries. Provide bags/receptacles for dog waste. Ensure appropriate signs in place. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs where a problem.						
72	Physical	Headstones/kerbstones safety survey.	Medium	5	Carry out an inspection of all memorials in the cemetery	Clerk	11/11/2021	<input type="text"/>
		<i>To minimise risk of injury.</i>						
		Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover is in place.						

Submitted to council:

No of issues listed: 2

Minute reference:

Date:

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Signed by responsible Finance officer: Finance officer name

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Ref	Risk / Hazard	Requirement / Control	Maintenance and Security of Deeds of ownership etc.	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
27	Administration/Legal			Low	3	Ensure we have all Deeds etc and they are safely stored in a locked fire proof cabinet.	Clerk	25/02/2022	<input type="checkbox"/>

Land

To ensure security of records.

- Determine responsibility for security.
- Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping.
- Maintain a copy of each deed for administrative purposes.

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

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Signed by responsible Finance officer: Finance officer name

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0	Administration/Legal	Medium	4	Ensure all office staff to have the ability to do this work	Clerk	17/12/2021	<input type="checkbox"/>

Web Sites

To ensure that the site activity is not restricted to one person.

- Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status.
- Provide training where necessary to minimise risk.

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No of issues listed: 1

Minute reference:

Date:

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Signed by responsible Finance officer: Finance officer name

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