

Risk / Hazard

Ref Requirement / Control

Likelihood & Impact Score

Responsibility & Action by

Action by date completed

Allotments

415 **Administration/Legal** Absence of a completed agreement with every allotment holder.

3 Action tenancy agreements

08/06/2022

Clerk

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.

Clerk

215 **Environmental** Build up of non-compostable rubbish

Medium Low

3 A one off skip has been ordered for the removal of accumulated waste for Aylesford allotments

31/05/2022

Clerk

To maintain high standard of cleanliness and minimize risk.

- Enforce controls in tenancy agreement.
- Ensure that the conditions regarding the removal of waste are contained within the tenancy agreement.
- Make arrangements for removal if the enforcement process proves to be unsuccessful.
- Consider provision of skip facility.

Clerk

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name:

Signed by responsible Finance officer: Melanie Randall

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: 2

Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
63 Environmental	Dog fouling.	Medium	3	Maintenance Supervisor to keep an eye, but so far not as many reports as last year.	Maintenance Supervisor	12/01/2023	
	<p>To minimize the impact of dog fouling.</p> <ul style="list-style-type: none"> 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	4	Carry out an inspection of all memorials using the Councils new tablet which will connect straight to the Edge system for ease. photos can be taken and uploaded as well as notes.	Maintenance Supervisor	07/11/2022	
	<p>To minimise risk of injury.</p> <ul style="list-style-type: none"> 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:

Signed by chairperson - Chairperson name:

Signed by responsible Finance officer: Melanie Randall

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414	Physical	Unauthorised access/trespass	Medium	4	To ensure all gates and padlocks are locked and all sites are secure to try to prevent unauthorised access.	Clerk	08/06/2022	
		To maintain security of council assets.				Maintenance Supervisor		
		Determine council policy for access.						
		Ensure that appropriate signage is in place.						
		Maintain liaison with enforcement agencies.						
		Instigate appropriate action against offenders.						

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name:

Signed by responsible Finance officer: Melanie Randall

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LCRS 7. Action Plan/s for Aylesford Parish Council

Assessment year: 2022

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0	Administration/Legal	Dependence upon an individual	Medium	Low	3	In the process of training the Administration Assistant on how to update the website.	Clerk	08/06/2022	<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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Minute reference:

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