

LCRS 7. Action Plan/s for Aylesford Parish Council

Assessment year: 2023

Ref	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
214	Environmental	Untidy Plots.	Medium Medium	4	Send regular correspondence to all allotment holders reminding them to keep their plots tidy.	Maintenance Supervisor Administrator	01/02/2024	<input type="checkbox"/>
<p><i>To ensure that site is maintained to the required/acceptable standard.</i></p> <ul style="list-style-type: none"> Define responsibility. Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify allotment holder in writing of problem & serve notice if the standard of cultivation is not to an acceptable standard. Liaise where appropriate with allotment society. 								
215	Environmental	Build up of non-compostable rubbish	Medium Medium	4	Send regular communications to all allotment holders regarding clearance of waste from the site.	Maintenance Supervisor Administrator	01/02/2024	<input type="checkbox"/>
<p><i>To maintain high standard of cleanliness and minimize risk.</i></p> <ul style="list-style-type: none"> 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. 								

Submitted to council:

No of issues listed: 2

Minute reference:

Date:

Signed by chairperson - Chairperson name: Allan Sullivan

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 .

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Cemeteries/Churchyards

72	Physical	Headstones/kerbstones safety survey.	Medium Medium	4	Carry out an inspection of all memorials, using the new tablet that links directly to the Councils system. The tablet can also take photos.	Maintenance Supervisor Maintenance Supervisor	15/11/2023	<input type="checkbox"/>
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To minimise risk of injury.

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: 1

Minute reference:

Date:

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Signed by responsible Finance officer: Melanie Randall

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Employment of Staff

358	Professional Loss of key staff.	Low	3	To develop some sort of hand book of everything the Clerk does.	Clerk	29/02/2024	<input type="checkbox"/>
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To avoid problems arising from loss of key personnel.

Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff.

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