

# LCRS 7. Action Plan

## Saughall & Shotwick Park Parish Council Assessment for year 2012 To 2013

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<b><u>Bus Shelters</u></b>									
87	<b>Environmental</b>	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.	<b>High</b> <b>Medium</b>	6	Request regular inspection by PCSO and Neighbourhood Management Team members. Action to be authorised by Clerk for small jobs (to £500) and Parish Council for larger (more expensive) jobs.	Homewatch co-ordinator / PC Chair		<input type="checkbox"/>
88	<b>Environmental</b>	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	<b>High</b> <b>Medium</b>	6	Request regular monitoring by PCSO. Request regular reporting to Homewatch Co-ordinator by PCSO, Villagers (through Parish Newsletter) and bus crews. Vandalism to be reported to the police and incident number obtained.	Homewatch co-ordinator / Clerk		<input type="checkbox"/>
<b><u>Car Parks</u></b>									
193	<b>Environmental</b>	Fly tipping	Arrange regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	<b>Medium</b> <b>Medium</b>	4	Request regular monitoring of likely sites by PCSO and Neighbourhood Management Team members. Any required actions to be co-ordinated by Homewatch co-ordinator.	Homewatch co-ordinator		<input type="checkbox"/>
<b><u>Clocks</u></b>									
101	<b>Administration/ Legal</b>	Loss of facility through absence of clock winder	Appoint clock winder at agreed remuneration. Ensure adequate training provision. Arrange for relief provision where appropriate.	<b>Medium</b> <b>Medium</b>	4	Identify at least one additional person and train them. Install electric autowinding system: human checking still required for adjustment.	Parish Council		<input type="checkbox"/>

### **Crime Prevention - CCTV**

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0	<b>Administration/ Legal</b>	Failure to provide for tapes	Ensure that responsibility for supply is determined. Provide for an emergency supply.	<b>Medium</b> <b>Medium</b>	4	Discuss effective control measures with PCSO and Police.	Homewatch Co-ordinator / PC Chair		<input type="checkbox"/>
0	<b>Physical</b>	Security of equipment	Define policy for security of premises and equipment Define responsibility for security/control of equipment. Maintain asset register.	<b>Medium</b> <b>Medium</b>	4	Review the security of CCTV equipment on and in the UG Hut.	PCSO / CCTV Supplier		<input type="checkbox"/>
0	<b>Physical</b>	Failure of system - equipment	Define responsibility for use and control. Provide for any necessary training and regular testing. Ensure that proper maintenance contracts are in place. Make provision for urgent repairs.	<b>Medium</b> <b>Medium</b>	4	Discuss with PCSO and Police that effective control measures are in place.	Homewatch Co-ordinator / Parish Council		<input type="checkbox"/>
0	<b>Physical</b>	Vandalism	Maintain proper records. Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	<b>High</b> <b>Medium</b>	6	Ensure CCTV cameras and base unit are as secure and protected in their locations as possible, including discussion re possible resiting.	Police / CCTV firm / Parish Council		<input type="checkbox"/>

### Drainage

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146	<b>Environmental</b>	Flooding	Define responsibility for dealing with floods. Ensure that effective arrangements are in place to deal with any council responsibility.	<b>High</b> <b>Medium</b>	6	Continue discussions with Highways, Contractors and farmers on effectiveness of drains. Councillors/villagers to report problems promptly. Evidence (especially photos) be collected. Continue work to improve Jubilee Park drainage.	Clerk / Parish Council		<input type="checkbox"/>
<b>Land</b>									
20	<b>Environmental</b>	Fly tipping	Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	<b>Medium</b> <b>Medium</b>	4	Request PCSO and Neighbourhood Management Team members to monitor likely sites regularly. Request (through newsletter) that offences are reported to the PCSO or Homewatch co-ordinator promptly to enable evidence to be collected.	Clerk / PC Chair		<input type="checkbox"/>
413	<b>Environmental</b>	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	<b>Medium</b> <b>Medium</b>	4	Request PCSO to patrol the Play Area and Silver Jubilee Park regularly. Request (through newsletter) that local neighbours be asked to report identified vandalism promptly to the police and obtain an incident number.	Parish Council / Clerk		<input type="checkbox"/>

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414	<b>Physical</b>	Unauthorised access/trespass	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders. Ensure that all appropriate access controls (ie fences, gates, hedges) are as secure and maintained as possible, and are inspected regularly.	<b>Medium</b> <b>High</b>	6	Request (through newsletter) that any instances of suspected unauthorised access / trespass, or any in planning, or illegal encampments be notified promptly to the PCSO / a Council Member or the Clerk / Homewatch Co-ordinator	Clerk		<input type="checkbox"/>
<b>Litter</b>									
3	<b>Environmental</b>	Unauthorised Fly posting/nuisance.	Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	<b>High</b> <b>Medium</b>	6	Appropriate action to be taken promptly to deal with flyposting in village.	Parish Council / Clerk		<input type="checkbox"/>
1	<b>Environmental</b>	Vandalism/theft/damage	Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	<b>High</b> <b>Medium</b>	6	Ensure that bins are emptied regularly and that dangerous litter (especially glass) is removed effectively.	Neighbourhood Management Team		<input type="checkbox"/>
<b>Newsletters</b>									
0	<b>Environmental</b>	Failure to deliver and litter	Determine policy for distribution. Prepare written conditions for service providers. Test distribution arrangements. Take appropriate action against offenders.	<b>Medium</b> <b>Medium</b>	4	Liaise with newsletter distributors to ensure that copies are not handed out where there is a risk of them being 'dumped' in the street. Encourage villagers to receive their newsletters by e-mail. Publish newsletter on website.	Clerk		<input type="checkbox"/>

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<b><u>Nuisances</u></b>									
0	<b>Environmental</b>	Matters prejudicial to health	Define policy for dealing with nuisance. Advise District Council Determine responsibility and issue notice. Make complaint to Magistrates Court.	<b>Medium</b> <b>Medium</b>	4	Identify responsibility for local drainage systems.	Clerk		<input type="checkbox"/>
<b><u>Open spaces</u></b>									
433	<b>Environmental</b>	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	<b>Medium</b> <b>Medium</b>	4	To request the PCSO / Neighbourhood Management Team Members to visit likely sites regularly. To request (through the newsletter) that villagers report any fly tipping promptly to the PCSO / Clerk / Homewatch co-ordinator.	Clerk / Chair		<input type="checkbox"/>
324	<b>Environmental</b>	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	<b>High</b> <b>Medium</b>	6	Request that PCSO maintains a high presence in areas and at times when vandalism is most likely to occur. Request that villagers (through the newsletter) report any instances promptly to the PCSO / Clerk / Homewatch Co-ordinator.	Clerk / Parish Council		<input type="checkbox"/>
0	<b>Environmental</b>	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	<b>High</b> <b>Medium</b>	6	Request that the PCSO and Police take action against offenders promptly and effectively. Emphasise to villagers that all instances of vandalism should be reported promptly to the police and an incident number obtained.	Parish Council / Homewatch Co-ordinator		<input type="checkbox"/>

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<b>Shelters &amp; Seats</b>									
0	<b>Environmental</b>	Vandalism	Maintain liason with enforcement agencies. Determine policy for dealing with offenders. Ensure that CCTV is positioned most effectively.	<b>Medium</b> <b>Medium</b>	4	To request that the PCSO and Neighbourhood Management Team Members regularly inspect sites where such vandalism may occur. To request that prompt and effective action be taken against offenders.	Chair		<input type="checkbox"/>
<b>Village Signs</b>									
206	<b>Physical</b>	Vandalism	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	<b>Medium</b> <b>Medium</b>	4	Review the use of signs and noticeboards within the village, ensuring that their position and nature minimise the likelihood of vandalism.	Homewatch co-ordinator		<input type="checkbox"/>
<b>Web Sites</b>									
0	<b>Administration/ Legal</b>	Dependence upon an individual	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.	<b>Medium</b> <b>Medium</b>	4	Following restructuring to a "wordpress" base new users can be trained quickly as required.	Parish Council		<input type="checkbox"/>

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0	<b>Technical</b>	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design and develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	<b>Medium</b> <b>Medium</b>	4	Request that a brief report be provided annually for the Parish Council on feedback and on the measures applied to ensure legal / best practice conformity. Request such feedback on the website both through the website and the newsletter.	Clerk / Website Manager		<input type="checkbox"/>

No of issues listed: 23

Submitted to council: \_\_\_\_\_

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Jenny Young \_\_\_\_\_

Signed by responsible Finance officer - Shirley Hudspeth \_\_\_\_\_

*How to complete:*

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 point no. - the rank position of the risk, used to prioritise the risk.