



ANDOVER TOWN COUNCIL

Office 108, Incuhive, Andover- RISK ASSESSMENT

It is acknowledged that are different types of risk present which affect the council's ability to perform its objectives.

- IDENTIFICATION.** - This document deals with Security / Property / Legal / Reputational / Physical risks at Andover Town Council, Office 108, Incuhive, Andove
- ASSESSING THE RISK.** - A matrix is used to identify assess the risk. All our risk assessment templates use the below methodology.

Hazard Severity (Impact)			Likelihood of Occurrence (Odds)		
1	Nil	Trivial or insignificant harm to persons, property, or business activities	1	Not likely	There is no real likelihood of it occurring.
2	Slight	Causing minor harm allowing work / activities to continue	2	Possible	Possible occurrence, but potential is minimal.
3	Moderate	More Serious, capable of resulting in 3 or more days off work for one or more individuals, or property damage resulting in a temporary interruption to business activities with some financial loss.	3	Quite Possible	Incident will only happen if several factors are present.
4	High	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.	4	Likely	Regular incidents occur, but no injury. May result in injury with additional factors introduced.
5	Very High	Multiple fatality and/or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.	5	Very Likely	Almost 100% certainty that an incident will occur, or it is a common occurrence.

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results). However, it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX.

		Hazard Severity					Score	Risk	Tolerable?	Result
		(IMPACT)					1-5	Low	✓	Little or no action required
Likelihood	1	2	3	4	5					
	2	4	6	8	10					
	3	6	9	12	15					
							6-9	Medium	✗	Some action required and perhaps monitoring during an event.

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(ODDS)	4	8	12	16	20	10-25	High	X	Urgent action required. Stop process. Compensatory measures or procedures must be put in place within 24hrs. Resolving the issue may take longer, but must be in hand. (People may need to be removed during this time.)
	5	10	15	20	25				

3. **ADDRESSING THE RISK.** Once a risk has been identified, there are four courses of action that can be followed:

Tolerate the risk	<ol style="list-style-type: none"> Where risk is low or can be contained by a simple contingency plan Where controls are not proportional to the risk Where risk is unavoidable. (Terrorism.) Where the activity is important to the community and risk can be accepted
Treat the risk	<ol style="list-style-type: none"> Introduce controls or procedures. Delegate to staff. Implement councillor scrutiny. Setting up prevention techniques
Transfer the risk	<ol style="list-style-type: none"> Buying in service from a specialist Subcontract. Take professional advice. Taking insurance to cover the risk
Terminate the risk	<ol style="list-style-type: none"> Stopping the activity or not starting where the risk is intolerable.

4. **REPORTING THE RISK.** Once actions have been decided they must be documented, as this allows for future reviews.

Risks that have been identified as being applicable to ANDOVER TOWN COUNCIL are listed below. Councillors and the public are asked to let the Clerk know if they become aware of any other situation that should be considered.

Security / Property / Legal / Reputational / Physical risks														
Risk	Result	Risk BEFORE action			Action required				Mitigation of Risk / control measures	Target date	By whom	Risk AFTER action		
		Impact score	Odds	Risk Score	Tolerate	Treat	Transfer	Terminate				Impact score	Odds	Risk Score
Trips	<ul style="list-style-type: none"> Public could trip and fall. Staff could trip and fall 	3	2	6		✓	✓		<ul style="list-style-type: none"> Ensure all walkways and exits are clear of debris. Any equipment brought by outside parties to ensure that 			2	2	4

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									any trip hazards are minimised and clearly labelled to minimise trips. • Ensure all cables are covered so to mitigate trips.					
Access	<ul style="list-style-type: none"> • Not all public can access. • Public and Staff can be left in the building at the end of the day. 	5	2	10		✓	✓		<ul style="list-style-type: none"> • Last person to leave the office to ensure that all staff/public members have left the building, check meeting room, kitchen, and toilets. • Make sure that at least one lift is working by liaising with maintenance staff if necessary. • Ensure that all visitors and staff are aware of the exits and fire drill procedures. 			1	1	1
Electrical Equipment	<ul style="list-style-type: none"> • Risk of electrocution 	4	2	8			✓		<ul style="list-style-type: none"> • Ensure that all electrical equipment has an up-to-date PAT test. 			1	1	1
Lone Working	<ul style="list-style-type: none"> • Risk of physical or emotional abuse from public or visitors to other businesses. • Risk of no support in event of accident or falling ill. 	3	2	6	✓	✓			<ul style="list-style-type: none"> • Ensure a rota is in place so that there are always two members of staff in the office, where possible. • Make sure that all doors are kept shut and that all staff members have a pass card. • Ensure that pass cards are not lost. Keep spares safe. 			2	2	4

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