

RISK ASSESSMENT FORM - COUNCIL OFFICES, 1 CHAPEL STREET, ST JUST

Location	Hazards	Consequence	PSR	PLR	RRN	Control Measures	RRN 2nd	Action to be taken
Council Offices	Council Chamber unusable	Inability to deliver services	3	2	6	Insurance cover	4	Review annually
	Computer failure	Inability to deliver services Loss of data	3	3	9	Regular computer backups External Back Up	4	Review annually
	Lone working	Abusive / violent behaviour from public	3	3	9	Internal door lock / bell Policy in Place, part of induction process	4	Serviced annually Review annually
	Theft, damage etc	Inability to deliver services Loss of data	3	3	9	Insurance cover Secure fire safe for documents Regular computer backups	6	Review annually Review annually
	Clerk's Office unusable	Inability to deliver services Loss of data	3	2	6	Insurance cover Regular computer backups Work from Clerk's home	4	Review annually Review annually
	Fire	Inability to deliver services Loss of data Injury to members of the public / Councillors / Clerk	4	2	8	Insurance cover Smoke detectors fitted, linked to burglar alarm system Electrical equipment PAT tested yearly Secure fire safe for documents	6	Five- year long term agreement with Zurich Plc as demonstrates best value. Serviced annually and tested weekly Serviced annually and tested weekly.
Name of Assessor (print): Sue Ninnis			Approved at Internal Audit Committee Meeting 6 February 2024					
Signature:			Date:					

PSR (Potential Severity Rating) x **PLR (Probable Likelihood Rating)** = **RRN (Risk Rating Number)**
 2 – Minor injury / minor 2 – Remotely possible Below 6 Low
 3 – Major injury / major 3 – May happen occasionally 6 – 8 Medium
 4 – Fatality 4 – May happen frequently 9 + High
 5 – Multiple fatalities

RRN 2nd indicates the position after control measures have been taken