







Risk Matrix Report

Run by: Debbie Knight

Wednesday, 1 May 2024 5:25 PM

Risk matrix report

Legend

Risk rating	Color	Description
Low		
Medium		
Extreme		
High		

Current

Impact	Low	Minor	Moderate	Major	Catastrophic
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Frequent					
Occasional					
Remote					
Improbable					
Extremely improbable					
		2	2	1	
		9	11	11	3
		5	8	1	

# Risk	Area of Business	Tolerance	Inherent Score	Current Score	Target Score
2	Administration/Legal Error - Allotments	Tolerable	12 High	9 Medium	9 Medium
9	Environmental Damage - Boats & Boathouse	Tolerable	10 Medium	6 Medium	6 Medium
11	Physical Damage/ Injury - Boats & Boathouse	Tolerable	8 Medium	4 Low	4 Low
18	Environmental Damage - Open Spaces	Tolerable	8 Medium	4 Low	4 Low
20	Risk of Damage or Injury - Open Spaces	Tolerable	8 Medium	4 Low	4 Low
21	Administration/Legal Error - Civic Centre	Tolerable	12 High	6 Medium	6 Medium
22	Environmental Damage - Civic Centre	Tolerable	16 High	8 Medium	8 Medium
24	Physical Damage/Injury - Civic Centre	Tolerable	15 High	10 Medium	10 Medium
29	Administration/Legal Error - Code of Conduct	Tolerable	12 High	3 Low	3 Low
30	Physical Damage/ Loss - Computing Equipment	Tolerable	6 Medium	4 Low	4 Low
31	Technical Fault/ Failure - Computing	Tolerable	9 Medium	6 Medium	6 Medium
32	Administration/Legal Error - Council Meetings	Tolerable	16 High	8 Medium	8 Medium
33	Physical Damage/ Injury - Council Meetings	Tolerable	6 Medium	2 Low	2 Low
34	Financial Loss - Council Property/ Assets	Tolerable	12 High	8 Medium	8 Medium
35	Physical Damage/ Injury - Council Property/ Assets	Tolerable	9 Medium	6 Medium	6 Medium

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# Risk	Area of Business	Tolerance	Inherent Score	Current Score	Target Score
36	Professional Error - Council & Property Documents	Tolerable	6 Medium	3 Low	3 Low
37	Administration/Legal Error - CCTV	Tolerable	16 High	8 Medium	8 Medium
38	Financial loss - CCTV	Tolerable	15 High	6 Medium	6 Medium
39	Physical Damage/ Injury - CCTV	Tolerable	8 Medium	3 Low	3 Low
40	Technical Breach - CCTV	Tolerable	9 Medium	3 Low	3 Low
41	Administration/Legal Error - Data Protection	Tolerable	8 Medium	6 Medium	6 Medium
42	Physical Damage/ Injury - Depot	Tolerable	12 High	8 Medium	8 Medium
43	Administration/Legal Error - Dewey House	Tolerable	8 Medium	4 Low	4 Low
47	Administration/Legal Error - Employment of Staff	Tolerable	12 High	8 Medium	8 Medium
48	Financial Loss - Employment of Staff	Tolerable	9 Medium	6 Medium	6 Medium
49	Professional Standards - Employment of Staff	Tolerable	9 Medium	6 Medium	6 Medium
50	Administration/Legal Error - Financial Management	Tolerable	16 High	8 Medium	8 Medium
51	Financial Loss - Financial Management	Tolerable	15 High	10 Medium	5 Low
52	GDPR Breach	Tolerable	12 High	6 Medium	6 Medium
61	Administration/Legal Error - Council Meetings	Tolerable	6 Medium	4 Low	4 Low

# Risk	Area of Business	Tolerance	Inherent Score	Current Score	Target Score
64	Newsletter - Failure to Meet Minimum Requirement for Quality Status	Tolerable	6	4	4
74	Environmental Damage - Planning & Developmental Control	Tolerable	4	2	2
75	Administration/Legal Error - Play Areas	Tolerable	8	4	4
77	Physical Damage/ Injury - Play Areas	Tolerable	12	9	6
79	Physical Damage/ Injury - Office Accommodation	Tolerable	12	4	4
80	Technical Fault/ Failure - Office Equipment	Tolerable	3	3	3
81	Financial Loss - Civic Centre	Tolerable	12	6	6
82	Technical Fault/ Failure - Website/ Internet	Tolerable	4	2	2
83	Administration/Legal Error - Public Conveniences	Tolerable	8	4	4
84	Environmental Damage - Public Conveniences	Tolerable	9	3	3
86	Physical Damage/ Injury - Public Conveniences	Tolerable	16	8	8
91	Environmental Damage - Skatepark	Tolerable	9	6	6
93	Physical Damage/ Injury - Skatepark	Tolerable	16	12	12
94	Administration/Legal Error - Splashpad & Plant Room	Tolerable	12	6	6

# Risk	Area of Business	Tolerance	Inherent Score	Current Score	Target Score
95	Environmental Damage - Splash pad	Tolerable	20 Extreme	10 Medium	10 Medium
97	Physical Damage/ Injury - Splashpad/ Plant Room	Tolerable	16 High	8 Medium	8 Medium
102	Environmental Damage - The Pavilion Café	Tolerable	16 High	8 Medium	8 Medium
103	Financial Loss - The Pavilion Café	Tolerable	12 High	6 Medium	6 Medium
104	Physical Damage/ Injury - The Pavilion Café	Tolerable	16 High	8 Medium	8 Medium
110	Environmental Damage - Water Refill Unit	Tolerable		2 Low	
111	Physical Damage/ Injury - Water Refill Unit	Tolerable	2 Low	2 Low	1 Low
114	Administration/Legal Error - Website	Tolerable	6 Medium	3 Low	3 Low
115	Technical Fault/ Failure - Website	Tolerable	6 Medium	3 Low	3 Low

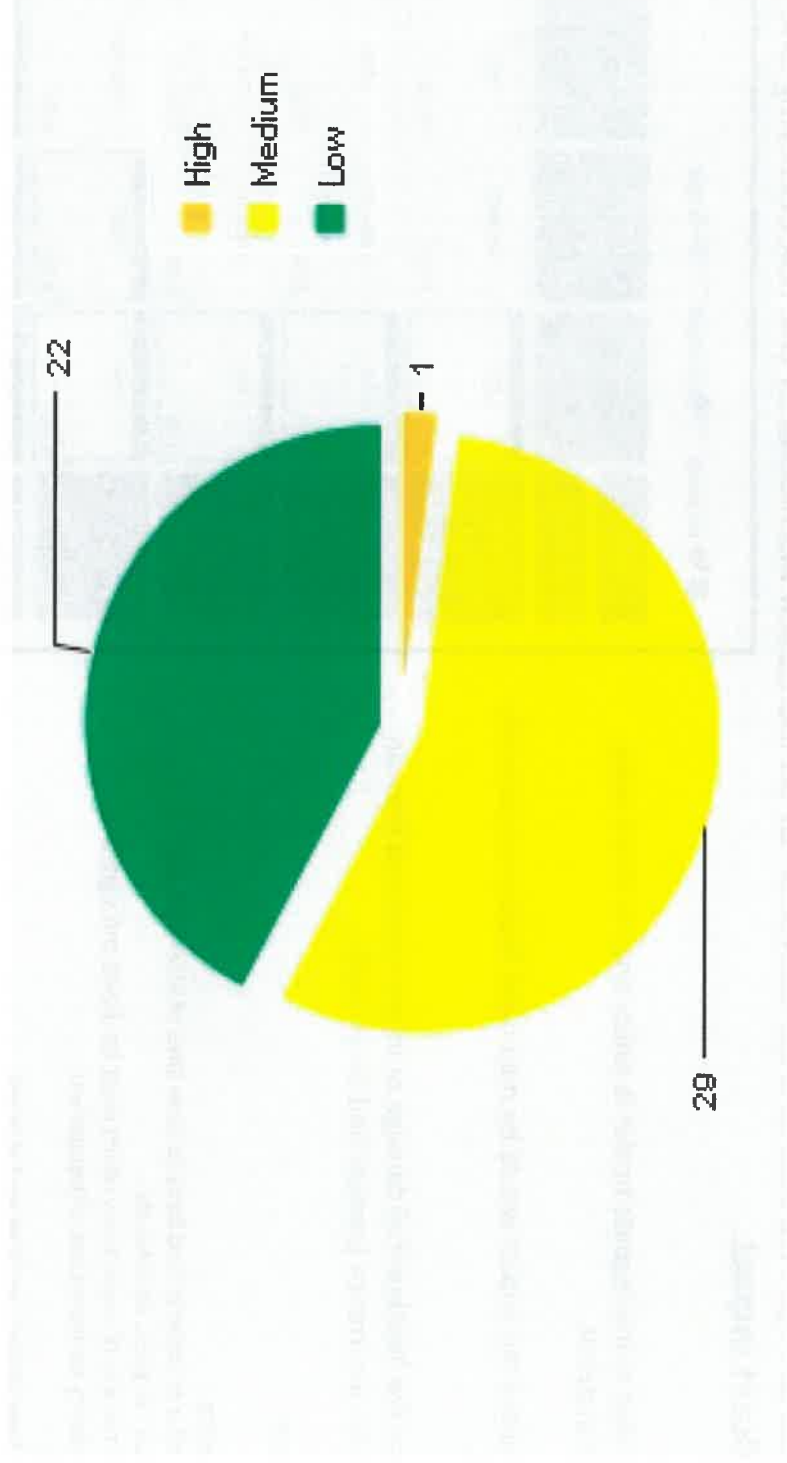
Completed By T. DOMMETT

Date 2/5/2024

Position TOWN CLERK

Risk Analysis

Analysis and management of all risks within Warminster Town Council is carried out using the Risk Wizard platform. There are currently 52 risks that Warminster Town Council manage using Risk Wizard. Of the 52 risks, 22 are low risk, 29 are medium risk and 1 is high risk.



Of these 52 risks, only **1** is deemed **high risk**; **Risk of Physical Damage or Injury Occurring at the Skate Park**. This risk is scored as **high** risk due to a combination of an increased **likelihood** of the risk occurring and, in the event the risk occur, it's significant **impact**.

This risk could occur due to inadequate health & safety and/ or those using the facility having an accident.

Without controls in place the impact would be major and happen occasionally (**inherent** risk) Fig. 1.

With controls in place the likelihood of damage or injury is reduced from an occasional to a remote occurrence (**current** and **target** risk).

These controls include:

- Provision of staff training.
- Regular inspections on a predetermined basis to clear sites of litter and any dangerous/foul matter i.e. glass, needles etc.
- Maintaining detailed records of inspections which must be dated and signed
- Determining responsibility for inspection of equipment.
- Inspection by ROSPA
- Regular inspection of equipment, surfaces and signage
- Placing any damaged equipment out of use until repair or replacement carried out
- Reporting damage and repairs/work ordered and completed.

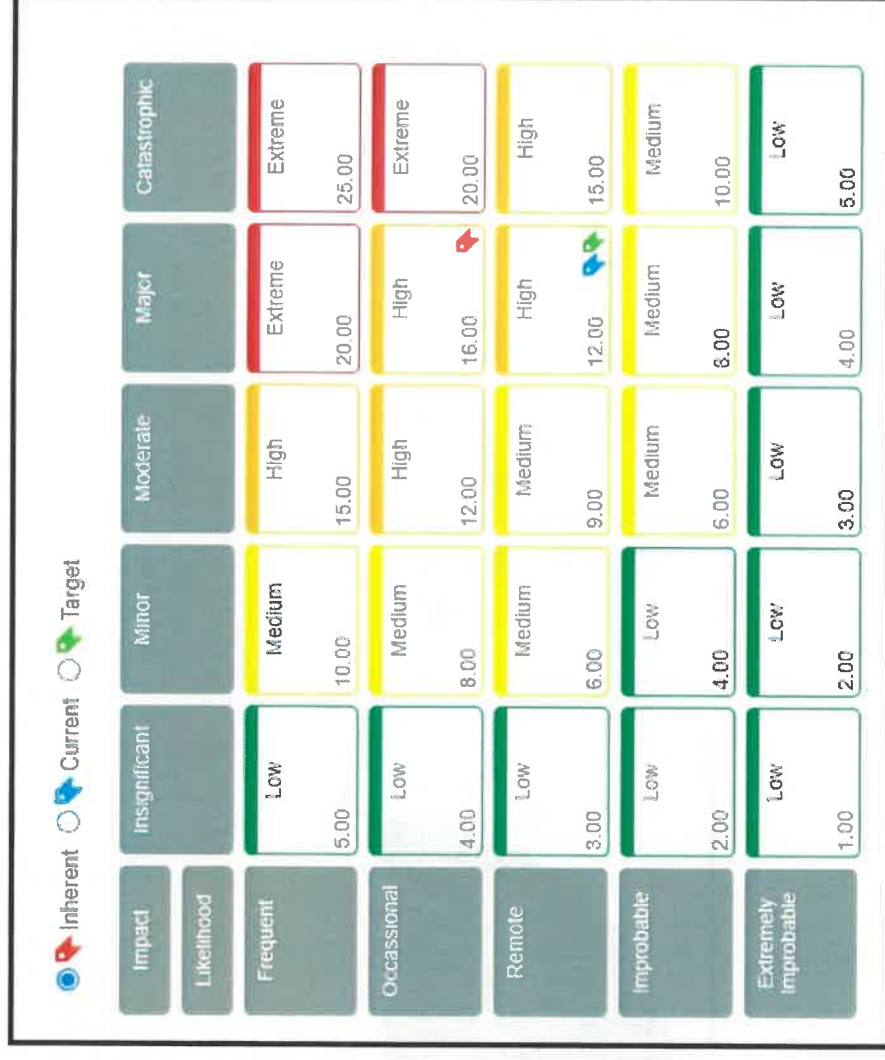


Fig. 1. The risk of physical damage or injury occurring at the Skatepark. With controls in place the likelihood of this risk is reduced but because the impact would still be major if it did occur the risk remains high.