

Battle Town Council ER&TD Committee Risk Assessment 2021-22

Function/Site	Area of Activity	Assessment of Risk	Current management Action	Further Action Required
Finance	Budget	Medium	Annual budget is approved by Council and income/expenditure is reviewed at Committee and Full Council meetings.	None
	Insurance	Medium	Council approves cover following recommendations from the Town Clerk who carried out the annual review of all risks to ensure adequate cover.	None
		Low	Annual review of employer's liability undertaken by Council following recommendations from the Town Clerk.	None
		Low	Annual review of public liability insurance undertaken by Council following recommendations from the Town Clerk.	None
	Loss of funds due to event cancellation	Medium	Terms and conditions checked prior to booking	Insurance may need to be considered if large sums involved
Website	Maintenance	Low	Maintenance is mainly undertaken by Compio	None
	Content	Low	Editing is mainly undertaken by Town Clerk or Deputy	None

Communications

Noticeboards	Low	Notices placed by BTC staff	None
Social media	Medium	Content submitted by BTC Officers	Ongoing due diligence
Newsletters	Low	Content reviewed by TC prior to publication	None
Press releases	Low	Copy submitted by BTC Officers	None
	Low	Parental agreement required for publication of photographs of minors	Ongoing due diligence
Compliance with GDPR	Medium	External communication generally written or checked by BTC Officers (Members' Code of Conduct)	None