**Baildon Town Council (BTC) Risk Management Policy 2024**

**BAILDON TOWN COUNCIL RISK ASSESSMENT FORM**

**Name of event/activity to be assessed: Putting banners up on the Roundabout**

**Date undertaken: 5th March 2024**

**List of those involved: Helen Thornton, Emma Heal and James Laycock**

*NB BTC Risk appetite is a score of 4 or over – only risks with scores of 4 or over will remain on the BTC Risk register.*

***Risk is scored 1, 2, or 3 , where 3 is high and 1 is low. Type of Risk F Financial, R Reputation, P Physical***

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| **RISK** | **Type** | **A**  **L'hood** | **B**  **Impact** | **Score**  **A x B** | **Risk Response/ Mitigation** | **C**  **Residual likelihood** | **New**  **Score**  **B x C** | **Owner - Officer** | **Owner - Committee** |
| Traffic when crossing road – having an accident  Risk to members of the public putting up their own banners. | P  P R | 2 | 3 | 6 | Wear high vis jacket. Only fit banners between 10 – 12 and 2- 3 (off peak times).  Risk Assessment/method statement issued to all putting up banners (location of entering/getting onto the roundabout, high vis, two people, off peak). | 1 | 3 | Clerk | Economy |
| Trips slips and falls getting onto the roundabout due to uneven, broken, loose surfaces and the height of the step (0.65m)  Risk to members of the public putting up their own banners. | P  P R | 3 | 2 | 6 | Two people to carry out the task to take action in the event of injury or an accident.  Uneven, broken, loose surfaces need repairing.  A step to reduce the height of the step is needed. | 2 | 4 |  |  |
| Falling into Yorkshire Water void – protection grille is loose.  Risk to members of the public putting up their own banners. | P  P R | 2 | 3 | 6 | Signage on grille needs to warn ‘none weight bearing’. | 1 | 3 |  |  |
| Slips and falls getting off the roundabout due to no support/bollard not well placed to provide support. | P | 2 | 2 | 4 | See above for getting onto roundabout.  A step to reduce the height of the step is needed. | 2 | 4 |  |  |
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