

Bexhill-on-Sea Town Council, Risk Assessment

Name of Organisation:	Bexhill-on-Sea Town Council	Start Date:	01-Feb-2023
		Date of Assessment:	01-Feb-2023
		Date of Review:	

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Potential Severity of Harm (High, Med, Low)	Additional Control Measures Necessary	Likelihood of harm occurring (High, Med, Low)	Action by Whom	Action by When
External Premises								
1.	Slips and Trips - General Pavement Outside on approach to front door	Staff Contractors Visitors	Report to East Sussex County Council, Box Internet service provider had installed.	High	Put a notice up	High	Ann Uddin Julie Miller	
2	Tile sticking out – crumbling, rain damage	Staff Contractors Visitors	Maintenance tile needs to be put back in	Low		Low	Ann Uddin Julie Miller	
3	Car's Crashing into our shop window, this happened to other shop owners	Staff Contractors Visitors	Apply for Bollards to be put up-rejected	Med	Ask council to consider reenforcing window	Low	Ann Uddin Julie Miller	
4	Windows – Being smashed	Staff Contractors Visitors	Shutters	Med	Ask council to consider shutters	High	Ann Uddin Julie Miller	

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5	Flooding- shop being flooded	Staff Contractors Visitors	-Insurance cover	Low		High	Ann Uddin Julie Miller	
6	Post box - Not a secure letter box- mail can be stolen. - Can be set on fire.	Staff	- Secured letter box - Lockable	High		High	Ann Uddin Julie Miller	
Customer Services Area								
7	SLIPS AND TRIPS Office level floor – issues include, trap door cover, and heating vents.	Staff Contractors Visitors	<ul style="list-style-type: none"> General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, Deliveries stored immediately. 	High	Offices cleaned every evening. •Trap door cover needs odd edging removed or to be covered (E.g., With a rug) •Vents need securing -They are mounted away from general routes. •Vents need highlighting (Hazard tape?) •Carpet needs replacing	High	Ann Uddin Julie Miller	

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					•Tape needs removing •Mat needs to be secured			
	8- Front door Broken, can't open/close,	Staff Contractors Visitors		Low	Investigate new door, quotes	Low	Ann Uddin Julie Miller	
9	MANUAL HANDLING Moving stationery and other supplies	Staff	<ul style="list-style-type: none">• Proper lifting techniques used• High shelves for light objects only.		<ul style="list-style-type: none">• Lifting aids - Sack truck or trolley• Training for new staff		Ann Uddin Julie Miller	
	MANUAL HANDLING Moving furniture		<ul style="list-style-type: none">• Proper lifting techniques used		<ul style="list-style-type: none">• Lifting aids - Sack truck or trolley• Training for new staff			
Workspaces Area								
10	DISPLAY SCREEN EQUIPMENT (DSE)	Staff	<ul style="list-style-type: none">• DSE training and assessments of workstation carried out by all new starters.	Med		Med		

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			<p>Actions carried out asap.</p> <ul style="list-style-type: none"> • Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. • Shared workstations are assessed or all users. • Work planned to include regular breaks or change of activity. • Lighting and temperature suitably controlled. • Adjustable blinds at window to control natural light on screen. • Noise levels controlled. • Eye tests provided when needed, 					

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			<ul style="list-style-type: none"> Duty holder to pay for basic spectacles specific for regular users of visual displays... Laptop users trained to carry out own DSE assessment for use away from office. When used at office, laptop should be used with docking station, screen, keyboard and mouse. 					
11	Access to work		<ul style="list-style-type: none"> Risk assessment carried out on each Staff member 		<ul style="list-style-type: none"> Action plans to be set up for everyone confidentially 		Julie Miller	
12	WORKING AT HEIGHT Reaching high shelves, putting up decorations etc	Staff	<ul style="list-style-type: none"> No high shelves currently available 		Any work carried out at height will be carried out by approved contractor		Ann Uddin Julie Miller	

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13	WORKING AT HEIGHT No handrail & Heating between first and second floor	Low	Handrail to be installed before this area is used on a regular basis	Low	For council to consider	Low	Ann Uddin Julie Miller	
14	STRESS	Staff	<ul style="list-style-type: none"> Staff understand what their duties. and responsibilities are. Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. Public customers – manage any stressful situations. <p>No bullying' policy civility and respect pledge in place</p>	Med	Work Counselling will be provided to all staff confidentially	Med	Julie Miller	
15	ELECTRICAL General	Staff Contractors Visitors	<ul style="list-style-type: none"> Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cables/equipment. Defective equipment taken out of use safely and promptly replaced. 	High	Pat testing course/training	High	Ann Uddin Julie Miller	

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			<ul style="list-style-type: none"> Staff told not to bring in their own appliances, toasters, fans etc. Office items undergo regular PAT test and records kept in Office Building electrical inspection 					
16	ELECTRICAL - Socket and switch by front door	Staff Contractors Visitors	<ul style="list-style-type: none"> Switch and socket need to be secured to the wall There is two by the door? 	Med		Med	Ann Uddin Julie Miller	
17	ELECTRICAL- Heater in rest area	Staff Contractors Visitors	<ul style="list-style-type: none"> Isolated and out of service To be repaired or replaced 	Low	Leave out of service and review regular	Low	Ann Uddin Julie Miller	
Meeting Room								
18	Heating vents on floors	Staff Contractor Vistors	Signs to be made and put by vents	Med		Med	Ann Uddin Julie Miller	

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Kitchen Area								
19	ELECTRICAL Cooker/fridge in rest area	Staff	<ul style="list-style-type: none"> Isolated and out of service. Taking up space To be repaired, replaced, removed 	Low	Remain out of service	Low	Ann Uddin Julie Miller	
20	Hot water Taps	Staff Visitors Contractors	<ul style="list-style-type: none"> Boiler needs to be inspected – electrical set up – Electrician. 	Low		Low	Ann Uddin Julie Miller	
21	Kitchen cabinets rotten & falling to pieces.	Staff	Need replacing, practically can be used for storage	Med		Med	Ann Uddin Julie Miller	
22	Accident Book	Staff Visitors Contractors	Log any accidents in accident book	Med		Med	Ann Uddin Julie Miller	
23	First Aider	Staff	Appoint First Aider and training	Med		Med	Ann Uddin Julie Miller	
24	Fire Marshall	Staff	Appoint First Aider and training	Med		Med	Ann Uddin Julie Miller	
Toilet Area								

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25	Doors not locking properly.	Staff Visitor Contractor		Med		Med	Ann Uddin Julie Miller	
26	Toilet Replacements	Staff Visitors Contractors	Water dripping from toilet tank Seats old & yellow, wear and tear	Med	Cheaper to replace toilets than parts , and instruct plumber to fit in	Med	Ann Uddin Julie Miller	
27	Back windows	Staff Visitors	Privacy and security	Med	Council request	Med	Ann Uddin Julie Miller	
Garden Area								
28	Maintenance of garden	Staff Vistors Contractors	Contractor to tidy up every spring	Med	Council request	Med	Ann Uddin Julie Miller	
Others Area								
29	ASBESTOS	Staff Contractors Visitors	<ul style="list-style-type: none"> • Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working. • Partition walls in good condition and asbestos unlikely to be disturbed. during normal activities. 			Ann Uddin Julie Miller		

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			<ul style="list-style-type: none"> • 'Danger, asbestos, do not disturb' signs posted at partition walls. • Staff told to report any accidental damage immediately. • Condition of partition walls checked 					
30	LONE WORKING	Staff	<ul style="list-style-type: none"> • Two members of staff to always be in the office at once • Staff note visit details in office diary and give a contact number. • Staff not returning to the office after a visit check in by phone at the end of visit. • Staff check all areas, including toilets, before locking up at night. 		Panic button available		Ann Uddin Julie Miller	
31	FIRE	Staff Contractors Visitors	<ul style="list-style-type: none"> • See separate Fire risk assessment! • Fire exit , assembling point is weatherspoons , signs to be put up 	High		High	Ann Uddin Julie Miller	
32	ASSAULT	Staff	<ul style="list-style-type: none"> • Office door to be kept locked when one person in the office 	Med		Med	Julie Miller	

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			<ul style="list-style-type: none"> All incidents to be reported to Own clerk and then Town clerk reports to the police and managed incident 					
33	HAZARDOUS SUBSTANCES	Staff	<ul style="list-style-type: none"> All hazardous substances listed in a COSHH register Hazardous substances stored in a lockable cupboard 				Julie Miller Ann Uddin	
PHYSICAL ASSETS								
34	<u>Protection of Physical Assets owned or managed by the Council.</u> <ul style="list-style-type: none"> Office equipment Recording Equipment Civic Regalia Risks Items lost/stolen/damaged/ underinsured	Council/ Staff/ Members of the public	<ul style="list-style-type: none"> Insured: Zurich Municipal. Asset lists and inventory undertaken & reviewed at least annually. Disposals always reported and approved by Full Council and included in the minutes 	Med	Review of insurance value of regalia to take place to ensure insurance is adequate	Med	F&GP Committee Julie Miller Paul	2022-23

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35	<u>Maintenance of physical assets owned by the Council</u> Risks Damage/wear and tear reduces value	Council/ Staff/ Members of the public	Regular periodic in-house & independent inspections & reviews undertaken for all physical assets when obtained	Med	Photographic evidence kept to prove condition.		F&GP Committee	Ongoing
PUBLIC LIABILITY								
36	<u>Risks</u> Liability claims/injury/risk to participants	Council/ Staff/ Members of the public	Ensure appropriate certificates are held by contractors carrying out maintenance/installation works. Individual event risk assessments undertaken and approved by the Council.	Med	Advice sought from insurance company for significant events	Med	Community Committee	Ongoing
LEGAL LIABILITIES								
37	<u>Protection for Legal Liabilities</u>	Council/ Staff	Insured: Zurich Municipal	High		High	Community Committee/	Ongoing

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	<ul style="list-style-type: none"> Public Liability Officials' indemnity Employers Liability Libel & Slander Personal Accident Fidelity Guarantee <p>Risks : If employment law not adhered to Sickness/Absence of staff – stress related issues. Employment Tribunal /litigation.</p> <p>Staff not adhering to policies/instructions of council – risk of reputational damage/loss</p> <p>Social media posts / emails and communications with the</p>		<p>HR and Employment Law Advice: Worknest</p> <p>Councillors given Code of Conduct Training</p> <p>Employment policies reviewed and updated annually</p> <p>Annual review of 5 year strategy and staff workload</p>		<p>Mop up session for councillors not present at Code of Conduct training</p> <p>F&GP Committee to review conduct policies and create officer/member protocol policy</p> <p>Staff Handbook to be created.</p> <p>Health and Safety handbook to be created</p> <p>GDPR training arranged for all councillors and staff</p>		F&GP Committee	

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	public - statements at meetings concerning staff and councillors containing defamatory/confidential statements may lead to litigation/reputational damage				Social media training for staff and councillors			
38	<u>Compliance with Employment Law and Inland Revenue Regulation including VAT</u> <u>Risks</u> Disclosure of confidential staff information by councillors and/or at public meetings Lack of support/management for staff leading to loss of motivation/poor performance/sickness/	Council/ Clerk/ Members of the public	Annual VAT rebate from HM Revenue and Customs completed by RFO and reported to F&GP Committee	High	Council has HR advice policy in place: Worknest Council to ensure that HR-Sub Committee meets with clerk regularly to offer support and training / address HR	High	Full Council/ F&GP Committee/ Full Council	
			Use of Excel system to prepare VAT returns presented to F&GP Committee					
			Reconciliation of VAT returns to Excel sheet by F&GP Committee					

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	<p>absence/staff vacancies</p> <p>Failure to meet VAT / PAYE deadlines could lead to fines for the council</p>		<p>Payroll completed by independent provider and records printed and signed by Chair of F&GP and two councillors</p> <p>Monthly payment of PAYE & NIC by BACS to HMRC, signed off at F&GP Committee</p> <p>Council to obtain professional HR Advice promptly where necessary through Chair or Vice Chair/ Chair of F&GP Committee</p> <p>Council regularly reviews employment policies for legal updates</p> <p>Council adheres to pension regulation requirements; offers LGPS to qualifying staff</p>		<p>issues promptly.</p> <p>Clerk completes staff appraisals regularly and feeds back to F&GP Committee.</p> <p>HR Sub Committee members/F&GP Committee members to receive training on how to be a good employer</p>			

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39	<u>Health and Safety</u> <ul style="list-style-type: none"> Risk Assessments <p>Risks Council does not recognise risks of activities and is open to litigation/accident/injury/r eputational damage.</p>	Council/ Clerk/ Members of the public	<p>The following risk assessments undertaken annually and reviewed periodically:</p> <ul style="list-style-type: none"> Council & Financial <p>Event risk assessments carried out prior to every event.</p>	Med	<p>Dynamic risk assessments carried out to address any unexpected change of circumstances</p> <p>Health and Safety handbook to be created</p>	Med	Council/ Community Committee/ F&GP Committee	
40	<u>Contracts</u> <p>Risks</p> <p>The council enters into agreements/leases/contracts that present a risk to the council, financial or reputational</p>	Council/Clerk	<p>Receive legal advice at appropriate level for the following:</p> <p>Leases Licences Contracts</p>	Med	Local Council Specialist Solicitors used – Surrey Hills	Low	Council	
FINANCES AND BANKING								

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41	<u>Keeping Proper Financial Records</u> <u>Risks</u> Audit regulations not adhered to/matters raised by auditor/increased costs/reputational damage	Council/ RFO	Independent Internal Audit reported to Full Council. Accounts for payment – list included on F&GP agenda in line with Financial Regulations All cheques/BACS payments to be signed by 2 councillors Use of Excel accounting sheets Financial records presented to F&GP Committee	Med	When numbers of transaction increases the council to use accounting software package	Med	F&GP Committee	Ongoing
42	<u>Banking Arrangements</u> <u>Risks</u> Fraud/risk of theft/ loss of reserves due to bank foreclosure	Council/ Clerk & RFO	Regular bank reconciliations undertaken for all bank accounts Full Council verify bank statements and balances to bank reconciliation Cheques received are recorded and banked promptly	Med	F&GP Committee to review banking arrangements annually	Low	F&GP Committee	Ongoing

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			Ensure that cash funds are spread around various banks to reduce the risk of any one institution becoming vulnerable					
43	<u>Expenses – councillors</u> Risks Fraudulent expenses claims paid/misuse of public funds	Council	Full Council verify bank statements and balances to bank reconciliation Cheques received are recorded and banked promptly Ensure that cash funds are spread around various banks to reduce the risk of any one institution becoming vulnerable Mileage claims checked against attendance register at other meetings and training events Use of shared transport with other councillors or staff required	Med	Members advised to read all reports and papers thoroughly before meetings Questions to be raised in advance of meetings for answers to be reported back	Med	All	Ongoing

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			Expenses policy in place All expenses must be approved by the RFO.					
44	<u>Expenses – staff</u> Fraudulent expenses claims paid/misuse of public funds	Council	The Clerk's expenses must be approved by the Chair of F&GP Committee All payments signed by 2 councillors Lists of all cheques/BACS payments circulated to all councillors prior to signature. Receipts must be attached (with the exception of mileage claims) Mileage claims checked against attendance register at other meetings and training events. Use of shared transport with other councillors or staff required.	Low	Members advised to read all reports and papers thoroughly before meetings. Questions to be raised in advance of meetings for answers to be reported back Applied for company credit card.	Low	All	Ongoing
45	<u>Ensuring adequacy of budget setting</u> <u>Risk</u>	Council	Monthly variance analysis +/- 15% undertaken and reviewed by F&GP Committee	Med	F&GP Committee	Med		

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	Incorrect budget setting could lead to overspend or underspend/ reputational damage/ use up all of reserves / end up holding more than allowed funds							
46	<u>Ensuring adequacy of Annual Precept</u> <u>Risk</u> Damage to reserves/ meeting requirements of audit regulations/ reputational damage	Council	Budgeting process to include previous year's actual figures compared to budget	Med	Committees to review budgets and spend each year prior to submitting budgets to F&GP	Med	All committees /Full Council	Ongoing
47	<u>Accurate reporting of Council Business in Minutes</u> <u>Risk</u> Open to public challenge/ Judicial Review/ litigation/ legal costs/ reputational damage.	Council Members	Draft minutes sent to all members with agenda. All committee minutes reviewed at monthly Full Council Meetings and minutes properly numbered. Publish minutes on website	Low	Meeting minutes to be numbered consecutively each municipal year		All Committees/Full Council	Ongoing

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48	<u>Adoption and Adherence to the Code of Conduct</u> <u>Risk</u> Complaints upheld by principle authority/ sanctions imposed/ reputational damage	Council / Council Members	Procedures for Members adoption of the Code of Conduct Each Member provided with copy of the Code Information pack provided for all new Members Offer training for new councillors DPIs for each member on website	Med	Chair to informally advise individual members in cases of potential harm	Med	All	Ongoing
GENERAL								
49	<u>Computer Failure</u> <u>Risk</u> Loss of data/ disruption to operation of council	Council/ staff	Data backed up on cloud storage. Occasional checks that all data is present	Med	Equipment replaced regularly	Med	F&GP Committee	Ongoing

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50	<u>Coronavirus</u> <u>Risk</u> Transmission of the virus	Clerk/Councillors/ Members of the public	Government guidance checked regularly Latest advice and guidance adhered to at all times Facemasks used at meetings if individuals wish to Ventilation of meeting rooms to be considered	High	Advice and Guidance shared with councillors and staff	Med	All	Ongoing