

Bexhill-on-Sea Town Council, Risk Assessment

Name of Organisation:	Bexhill-on-Sea Town Council	Start Date:	01/03/2024
		Date of Assessment:	02/03/2025
		Date of Review:	30/03/2026

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.	High			Operation Manager Town Clerk	
2	Tile sticking out – crumbling, rain damage	Staff Contractors Visitors	Maintenance tile needs to be put back in	Low	Work complete March 2024	Low	Operation Manager Town Clerk	
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	Council to consider reinforcing window – rejected.	Low	Operation Manager Town Clerk	
4	Windows – Being smashed	Staff Contractors	Shutters	Med	Council to consider shutters	Med	Operation Manager	

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		Visitors					Town Clerk	
5	Flooding- shop being flooded	Staff Contractors Visitors	-Insurance cover	Med		Low	Operation Manager Town Clerk	
6	Post box - Not a secure letter box- mail can be stolen. - Can be set on fire.	Staff	- Secured letter box - Lockable	High	Work Completed May 2024	Low	Operation Manager Town Clerk	
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?)	High	Operation Manager Town Clerk/Deputy Town Clerk	

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8	Cats/Dogs/Birds/Reptiles visiting Hub Allergies/reactions	Staff Contractors Visitors	<ul style="list-style-type: none"> • Visitors advised of presence • Adequate space allowed • Aggressive animal owners asked to remove animal in case of aggression • Ensure any accidents are cleaned up immediately 	Low	<ul style="list-style-type: none"> • Cleaning supplies are nearby • Limit number of animals in the Hub at any one time. 	Low	Operation Manager Town Clerk/Deputy Town Clerk	
	Front door Broken, can't open/close,	Staff Contractors Visitors		Low	Investigate new door, quotes	Low	Operation Manager Town Clerk /Deputy Town Clerk	
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. 	Low	<ul style="list-style-type: none"> • Lifting aids - Sack truck or trolley 		Manager Town Clerk	

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	MANUAL HANDLING Moving furniture		<ul style="list-style-type: none"> Proper lifting techniques used 		<ul style="list-style-type: none"> Training for new staff Lifting aids - Sack truck or trolley Training for new staff 	Low		
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. Actions carried out asap. 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 	Med		Med		

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			<p>ensure good posture and to avoid glare and reflections on the screen.</p> <ul style="list-style-type: none"> • 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, • 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 					

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			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 	low	<ul style="list-style-type: none"> Action plans to set up with individuals confidentially 	Med	Town Clerk/Deputy Town Clerk	
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		Operations Manager Town Clerk	
13	WORKING AT HEIGHT No handrail & Heating between first and second floor	Staff/contractors	Handrail to be installed before this area is used on a regular basis	Low	For council to consider	Low	Operations Manager Town Clerk	

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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. 	Med	<ul style="list-style-type: none"> • Work Counselling will be provided to all staff confidentially <p>Council has adopted Civility and Respect Pledge.</p>	Med	Town Clerk/Deputy Town Clerk	
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. • Staff told not to bring in their own appliances, toasters, fans etc. 	High	Pat testing course/training	High	Operations Manager Town Clerk	

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			<ul style="list-style-type: none"> 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 	Med		Med	Operations Manager Town Clerk	
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	Operations Manager Town Clerk	
Meeting Room								
18	Heating vents on floors Covering them could cause heat ignition	Staff Contractor Visitors	Signs to be made and put by vents	Med	Signs have been installed	Low	Operations Manager Town Clerk	
Kitchen Area								

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19	ELECTRICAL Cooker/fridge in rest area	Staff	<ul style="list-style-type: none"> Isolated and out of service. Taking up space 	Low	Remain out of service.	Low	Operations Manager Town Clerk	
20	Hot water Taps	Staff Visitors Contractors	<ul style="list-style-type: none"> Boiler regularly inspected. Hot taps replaced with thermos controlled taps. 	Low	Boiler inspection carried out October each year. Electrical inspection carried out 18/10/203 and remedial actions completed.	Low	Operations Manager Town Clerk	
21	Kitchen cabinets rotten & falling to pieces.	Staff	Need replacing, practically can be used for storage	Med		Med	Operations Manager Town Clerk	
22	Accident Book	Staff Visitors Contractors	Log any accidents in accident book	Med		Med	Operations Manager Town Clerk	
23	First Aider	Staff	Appoint First Aider and training	Med	First Aiders trained and appointed.	Med	Operations Manager Town Clerk	

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24	Fire Marshall	Staff	Appoint Fire Marsal and training	Med	Fire Marshals trained and appointed.	Med	Operations Manager Town Clerk	
Toilet Area								
25	Doors not locking properly.	Staff Visitor Contractor	Repair door locks	Med	Door locks are repaired.	Med	Operations Manager Town Clerk	
26	Toilet Replacements	Staff Visitors Contractors	Water dripping from toilet tank Seats old & yellow, wear and tear	Med	works completed Oct 2023,	Med	Operations Manager Town Clerk	
27	Back windows	Staff Visitors	Privacy and security	Med	Blind has been fitted.	Med	Operations Manager Town Clerk	
Garden Area								
28	Maintenance of garden	Staff Visitors Contractors	Contractor to tidy up every spring	Med	Ongoing,	Med	Operations Manager Town Clerk	
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 	High	Asbestos Survey Complete and remedial actions completed.	High	Operations Manager Town Clerk	

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			asbestos unlikely to be disturbed. during normal activities. • ‘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 be in the office as far as possible • 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. 	Med	Panic button available Staff report to manager if at Hub alone Office door to be kept locked if one person in the office. Perimeter alarm can be set for safety.		Operations Manager Town Clerk/Deputy Town Clerk	

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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	Signs have been installed	High	Operations Manager Town Clerk	
32	ASSAULT	Staff	<ul style="list-style-type: none"> Office door to be kept locked when one person in the office <ul style="list-style-type: none"> All incidents to be reported to Town clerk and then Town clerk reports to the police and managed incident 	Med		Med	Town Clerk/Deputy Town Clerk	
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 				Operations Manager Town Clerk	
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 	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 	Med	Review of insurance value of regalia to take place to ensure insurance is adequate	Med	Deputy Town Clerk/RFO	2025-26

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	Risks Items lost/stolen/damaged/ underinsured		Council and included in the minutes					
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.		Finance and Audit 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	Finance and Audit Committee	Ongoing
LEGAL LIABILITIES								
37	<u>Protection for Legal Liabilities</u> <ul style="list-style-type: none"> • Public Liability • Officials' indemnity 	Council/ Staff	Insured: Zurich Municipal	High	Mop up session for councillors not present at	High	Finance and Audit Committee	Ongoing

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	<ul style="list-style-type: none"> 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 public - statements at meetings concerning staff and councillors containing defamatory/confidential statements may lead to litigation/reputational damage</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>Code of Conduct training</p> <p>Finance Committee to review conduct policies and create officer/member protocol policy</p> <p>Staff Handbook to be created.</p> <p>Health and Safety handbook created</p> <p>GDPR training arranged for all councillors and staff</p> <p>Social media training for staff and councillors</p>			

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38	<p><u>Compliance with Employment Law and Inland Revenue Regulation including VAT</u></p> <p><u>Risks</u> Disclosure of confidential staff information by councillors and/or at public meetings</p> <p>Lack of support/management for staff leading to loss of motivation/poor performance/sickness/absence/staff vacancies</p> <p>Failure to meet VAT / PAYE deadlines could lead to fines for the council</p>	Council/ Clerk/ Members of the public	<p>Annual VAT rebate from HM Revenue and Customs completed by RFO and reported to Finance Committee</p> <p>Use of Rialtas software to prepare VAT returns presented to Finance Committee</p> <p>Reconciliation of VAT returns to Rialtas by F&GP Committee</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 Finance Committee</p> <p>Council to obtain professional HR Advice promptly where necessary through Chair or Vice Chair/ Chair of Finance Committee</p>	High	<p>Council has HR advice policy in place: Worknest</p> <p>Council to ensure that HR-Sub Committee meets with clerk regularly to offer support and training / address HR issues promptly.</p> <p>Clerk completes staff appraisals regularly and feeds back to F&A Committee.</p> <p>HR Sub Committee members/F&A Committee members to receive training</p>	High	Full Council/ Finance and Audit Committee	

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			<p>Council regularly reviews employment policies for legal updates</p> <p>Council adheres to pension regulation requirements; offers LGPS to qualifying staff</p>		on how to be a good employer			
39	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> Risk Assessments <p>Risks Council does not recognise risks of activities and is open to litigation/accident/injury/reputational 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> <p>Dynamic risk assessments completed.</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/ Finance and Audit Committee	
40	<p><u>Contracts</u></p> <p>Risks The council enters into agreements/leases/contracts that present a risk to the</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	

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	council, financial or reputational							
FINANCES AND BANKING								
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	Rialtas Accounting package installed 2025-2026 accounting year.	Med	F&A 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	Med	F&A Committee to review banking arrangements annually	Low	F&A Committee	Ongoing

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

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	Fraudulent expenses claims paid/misuse of public funds		<p>All payments signed by 2 councillors</p> <p>Lists of all cheques/BACS payments circulated to all councillors prior to signature.</p> <p>Receipts must be attached (with the exception of mileage claims)</p> <p>Mileage claims checked against attendance register at other meetings and training events.</p> <p>Use of shared transport with other councillors or staff required.</p>		<p>papers thoroughly before meetings.</p> <p>Questions to be raised in advance of meetings for answers to be reported back</p> <p>Applied for credit card.</p>	Low		
45	<p><u>Ensuring adequacy of budget setting</u></p> <p>Risk Incorrect budget setting could lead to overspend or underspend/ reputational damage/ use up all of reserves / end up holding more than allowed funds</p>	Council	Monthly variance analysis +/- 15% undertaken and reviewed by F&A Committee	Med	Finance and Audit Committee	Med	RFO	Ongoing
46	<p><u>Ensuring adequacy of Annual Precept</u></p> <p>Risk</p>	Council	Budgeting process to include previous year's actual figures compared to budget	Med	Committees to review budgets and spend each year prior to	Med	All committees/Fu ll Council	Ongoing

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	Damage to reserves/ meeting requirements of audit regulations/ reputational damage				submitting budgets to Finance Committee			
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/F ull Council	Ongoing
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	Med	Chair to informally advise individual members in cases of potential harm	Med	All	Ongoing

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			DPIs for each member on website					
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&A Committee	Ongoing
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
51	<u>Hub Security</u> Councillors making inaccurate statements on social media/in the public	Clerk/Councillors/Staff	Complaints procedure on website for staff and councillors to report issues	High	Regular staff check-ins to discuss and share concerns	Med	All	Ongoing

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	domain about staff and councillors causing harm to individuals – mental health or inciting public contempt, animosity and potential abuse Potential resignations		Councillors attend Code of Conduct Training Chair to remind councillors of consequences of behaviour at each meeting		Staff to receive recognition for good performance			
52	<u>Allotments</u> Flytipping – possible damage to property/injury to users/wildlife	Allotment users	Regular checks of allotments sites Flytipping removed promptly	Med	Check waste for evidence of perpetrator, if safe to do so.	Med	Operations Manager	Ongoing
53	<u>Legal Claims</u> The council may face a legal claim for not following agreed policy / procedures leading to financial loss and reputational damage	Council – Corporate Body	Councillors to follow LGA1972 S101 requirement. Council decisions to follow agreed procedure and legislation.	High	In high risk cases where decisions are taken that may cause distress to individuals or groups, careful and sensitive communication must be used at all times.	Medium	Councillors and Staff	Ongoing
54	<u>Risk of injury to councillors and staff from abusive customers</u>	Councillors/Staff	All to remain vigilant at all times.	High	CCTV at Hub Secure area created		All	Ongoing

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	Staff are at risk in the Hub Councillors are at risk at surgeries and public events		Remove from danger, do not engage in arguments/disagreements. Report all concerns to Sussex Police. Members of the public not to be taken into staff offices or back rooms.		Refuge area created Panic Button installed at Hub	Medium		
55	<u>Risk of infectious disease</u>	All	Councillors and staff not to come into Hub/meetings when ill. Wash hands regularly. Screen for customer services. Cleaning regime in the Hub.	Med	Close the shop in case of infection.	Med	All	Ongoing
56	<u>The potential costs of freehold purchase of toilets</u>	The corporate body, taxpayers.	Conduct a detailed cost-benefit analysis, including purchase					

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	The cost of purchasing the freehold may be underestimated, or ongoing maintenance, repair, and refurbishment costs could exceed the town council's budget.		price, legal fees, and ongoing maintenance costs. Set aside a contingency fund for unexpected expenses.					
57	<u>the first floor of the Hub being used as offices</u> Lack of fire escapes. Stairs with no handrail.	Staff	Installing fire escape and ensuring fire risk assessments are followed. Installing a handrail for safer access.	High	Installing fire escape signs.	High	Town Clerk	
58	<u>Devolution</u> Inadequate funding Lack of resourcing Lack of capacity to manage funds Non-compliance with policies and legal requirements Reputational risks to the council and staff	The corporate body, members of the public. The corporate body. The corporate body, members of the public. The corporate body. Councillors, staff.	Conduct thorough financial due diligence, including an assessment of long-term costs. Secure agreements for transitional funding or precept increases where necessary Invest in training and recruitment to ensure adequate skills and capacity. Consider shared services or outsourcing where appropriate Seek legal advice on new responsibilities and ensure	High				

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	Failure to meet community expectations	The corporate body, staff.	<p>robust policies and procedures are in place. Implement ongoing compliance monitoring.</p> <p>Develop a detailed transition plan and communicate clearly with stakeholders. Ensure early successes by prioritizing visible improvements in service delivery</p> <p>Conduct meaningful public consultations and involve residents in shaping services. Regularly communicate progress and challenges.</p> <p>Foster strong communication and collaboration between district and town councils. Develop a clear governance framework and decision-making processes</p>					
59	Non-qualified Town Clerk during an election year – Loss of GPC	Council The corporate body.	Ensure Town Clerk is CiLCA qualified.	Med	New Town Clerk undergoes CiLCA training	Low	Council	

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					within 12 months.			
60	<p>PUBLIC TOILETS</p> <p><u>Operating dangers</u></p> <p><u>Risks</u> Slips/Trips/Falls</p> <p>Flooding/blocked toilets/drains</p> <p>Vandalism/Anti-social behaviour</p>	The members of the public	<p>Ensure cleaning schedule and maintenance routine on daily basis.</p> <p>Closure if unsafe – pending work by contractors</p>	High	<p>Regular Maintenance checks</p> <p>Toilet Cleaning contract done in house</p> <p>Notify Police if regular incidents occur.</p>	Med/High	Operations Manager Deputy Town Clerk	On going
61	<p>TOWN RANGERS VEHICLES</p> <p><u>Risks</u></p> <p>Crashes/Accidents</p>	Staff and Members of the public	<p>Yearly eye tests</p> <p>Yearly checks on driving license information</p> <p>Driver ability checks on employment.</p> <p>All weather vehicle knowledge/training</p> <p>Insurance cover.</p>	High	<p>Reviewed in house monthly.</p> <p>Vehicle Checks by operatives/overseen by management weekly.</p>	High	Town Ranger operatives/ Operations Manager	On going

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
62	TOWN RANGER TOOLS/EQUIPMENT Risks Accidents Damage to property	Staff and Members of the public	Weekly checks on any equipment. PAT testing annually on all power tools Individual risk assessments. Insurance cover	Med	Training for all staff as required.	Med	Town Ranger operatives/ Operations Manager	On going