

P101 ITEM 5.8

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Attic	<p>Stored items – tripping/injury</p> <p>‘Museum’ carpet badly worn – tripping</p> <p>Items stored on stairs – injury.</p> <p>Entrance door – small padlock – theft of items in attic when building open.</p> <p>Raising/Lowering flags – awkward access &amp; ladder – injury. Attic trap door heavy.</p>	<p>Staff</p> <p>Staff/Visitors</p> <p>Staff/Visitors</p> <p>Artefacts</p> <p>Staff</p>	<p>L</p> <p>M</p> <p>L</p> <p>M</p> <p>M</p>	<p>Verbal reminders to exercise caution</p> <p>None</p> <p>None</p> <p>Small padlock. CCTV in Buttermarket</p> <p>None</p>	<p>Regular reminders.</p> <p>Disposal</p> <p>Relocate</p> <p>Replace with Chubb-type lock</p> <p>Impracticable but trap door hinges repaired Summer 05</p>	<p>Ongoing</p> <p>Summer 06</p> <p>Summer 06</p> <p>Summer 06</p> <p>Keep under review</p> <p>Keep under review</p>	<p>Ongoing</p> <p>March 07</p> <p>March 07</p> <p>Keep under review</p>
First Floor Kitchen	No hazards/risks identified	N/A	N/A	N/A	N/A	N/A	N/A

**RYE TOWN COUNCIL**

**RISK ASSESSMENT**

**Location** Town Hall      **Assessor/s** Richard Farhall      **Date** 29.3.07      **Page 2 of 7**

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
First Floor Kitchen Landing	No hazards/risks identified	N/A	N/A	N/A	N/A	N/A	N/A
Main staircase	Rope handrail – loss of balance	Public/Staff	L	None	Lift impracticable	N/A	N/A
Chamber	Edges of under floor heating grills – tripping. Oils paintings (3) – theft	Public/Staff Community assets	L M	None CCTV in Buttermarket	Impractical Consider prior to alarm systems upgrade	Keep under review 2007-08	Keep under Review
Office Kitchen	No hazards/risks identified	N/A	N/A	N/A	N/A	N/A	N/A
Town Clerk Office	No hazards/risks identified	N/A	N/A	N/A	N/A	N/A	N/A
Cell	Clutter Chain & Mayoress badge out of office for longer than required.	Staff Civic regalia	L M	None Booking system (sporadic)	Tidy. Relocate items. Re-establish procedures & establish policy	Ongoing Ongoing	Ongoing Ongoing

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Control Panels Area	Unlocked wooden key cupboard – theft of keys	Property	M	Staff nearby when TH open. Alarm system out of hours	Hide key cupboard key when cupboard not in use	Ongoing	Ongoing
Entrance Lobby	Public toilet standpipe tap – malicious use – flooding	Property	L	Staff nearby when TH open. Alarm system	No – low risk	Keep under review	Keep under review
External	No hazards/risks identified	N/A	N/A	N/A	N/A	N/A	N/A
	Ground floor windows – no Locks – unauthorised entry	Property	L	Alarm system	Instal locks	2006-07	
General	Fire	Staff/Visitors Property	L	Fire detection system – Serviced quarterly. Annual fire risk (self) assessment	(Self) Assessment	June 07	

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Insurance cover	Under insurance of assets	Property/ Reserves	L	Assets Register updated in March and insurance schedule amended.	N/A	Ongoing	Ongoing
Assets	Under-valuation	Property/ Reserves	L	Assets Register updated in March. Premises and community assets re-valued professionally every 5 years (approx).	Revalue Town Hall Revalue TH Cottage Revalue Comm. Assets Revalue Heritage Centre	Oct 07 Oct 07 July 07 Oct 07	
Cash	Loss/Theft	Property	L	Little cash on premises. Petty cash max: £100. Few cash payments received. Banked (with cheques) at least weekly. Locked in Clerk's desk: only Clerk and Assistant only have keys.	Record cash/cheques upon receipt	Early Summ 06	<i>continued</i>

**RYE TOWN COUNCIL**

**RISK ASSESSMENT**

**Location** Town Hall (Financial)      **Assessor/s** Richard Farhall      **Date** 29.3.07      **Page** 5 of 7

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Absence of Clerk	Service interruption	Creditors	L	5 Councillors are authorised cheque signatories. Clerk's Asst financially competent.	None		
Property	Loss/Damage	Property	M	Town Hall alarmed (2 keyholders – access restricted to Clerk, Asst Clerk, TH Keeper, Sergeant, Mayor, Dep Mayor). Cottage normally occupied. Skate Park inspected weekly. RTS responsible for HC (alarmed); Rugby Club for FG Field. Valuable items kept in safe.	None		<i>continued</i>

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Supply of goods & Services to the Council	Oversupply/Misappropriation	Property	L	Regulated by <i>Financial</i> Regs, authorised Budget and control of Clerk. Deliveries and invoices checked against delivery note by two staff. Payments ratified bi-monthly by PRGP Committee.	None		
Banking & investment	Theft	Property	L	Sample checking by Internal Auditor. Cheques/External transfers signed by min 2 authorised signatories. Petty cash emergency spending and budgetary limits. Accounts reconciled monthly. Internal Auditor checks. Daily accounting software backups.	None		

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Loss of Heritage Centre Managing Agent at short notice.	Loss of profit share and tourist information service	Council, HC staff, business community	L	5-year (2006-11) Management Agreement in place. Can be brought back in-house reasonably easily – although the Council’s existing work would be disrupted in the short term and the arrangement would not be sustainable without prompt additional resourcing. Trading performance Monitored by Policy Committee.	None		

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
General	General rubbish around trees – injury/fire in summer	Children/ Property	L	Periodic clearances by Rugby Club	Rugby Club aware.	Keep under review	Keep under Review

**RYE TOWN COUNCIL**

**RISK ASSESSMENT**

**Location** Heritage Centre (External Fabric only) **Assessor/s** Richard Farhall **Date** 8.3.07 **Page** 1 of 1

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
External - building	None						
Other	Operator (RTS) failing to undertake internal risk assessments.	Various	Various	Annual reminder	Reminder for 2007-08	Spring 07	Spring 07

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
General	Hazardous litter on site – injury	Users/Visitors	M	Weekly inspection. RDC contractor removes obvious hazards and rubbish except for leaves under the structure. Litter bin on site.	None	Ongoing	Keep under Review
	Injury through misuse of facility	Users	H	Advisory sign on structure. Cover under Council's combined insurance policy	None		
	Equipment defect	Users	H	Inspected weekly. Annual ROSPA Inspection (June)	None		

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Kitchen	Gas boiler fumes	Tenants	L	Regularly serviced		ongoing	ongoing
Stairs	Rope handrail – personal stability	Tenants/ Visitors	L	None	Current tenants able-bodied. Wooden rails Would restrict movement of furniture.	keep under review	keep under review