

RYE TOWN COUNCIL

RISK ASSESSMENT

Location Town Hall **Assessor/s** Richard Farhall **Date** 24.3.09 **Page** 1 of 6

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>Raising/Lowering flags – awkward access & ladder – injury. Attic trap door heavy.</p>	<p>Staff</p> <p>Staff</p>	<p>L</p> <p>M</p>	<p>Verbal reminders to exercise caution</p> <p>None</p>	<p>Regular reminders.</p> <p>Impracticable</p>	<p>Ongoing</p> <p>Keep under review</p>	<p>Ongoing</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

PROJ ITEM 9

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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 2009-10	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 Mayor and Mayoress permitted to store chains/badges at home temporarily only if have access to a personal safe	Tidy. Relocate items. N/A	Ongoing N/A	Ongoing Keep under review

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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	Install locks	2009	
	Bicycle/Go Kart obstructing rear Passage (fire escape route)	People	L	Draw to attention of parent as and when necessary	No	Keep under review	
General	Fire	Staff/Visitors Property	L	Fire detection system – Serviced quarterly. Annual fire risk (self) assessment	No	June 09 (due)	

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	2009 2009 2009 2009	
Cash	Loss/Theft	Property	L	Little cash on premises. No petty cash. Few cash payments received. Banked (with cheques) at least weekly. Locked in Clerk's desk: only Clerk and Assistant only have keys.			

continued

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RISK ASSESSMENT

Location Town Hall (Financial) **Assessor/s** Richard Farhall **Date** 24.3.09 **Page** 5 of 6

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 Certain TH activities	L	5 Councillors are authorised cheque signatories. Asst Town Clerk financially competent and broadly familiar with range of TH activities. SALC can supply Locum Clerk	Instruct Asst Town Clerk in updating web site	Summ 09	
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. HC (alarmed); Valuable items kept in a safe.	None		

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Location Town Hall (Financial)

Assessor/s Richard Farhall

Date 24.3.09

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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 Regs.</i> authorised Budget and control of Clerk. Deliveries and invoices checked against delivery note by two staff. Payments ratified regularly by PRGP Committee.	None		
Banking & investment	Theft	Property	L	Sample checking by Internal Auditor. Cheques/External transfers signed by min 2 authorised signatories. Emergency spending and budgetary limits. Accounts reconciled monthly. Internal Auditor checks. Daily accounting software backups. Little cash.	None		

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
External	A Boards positioning – tripping	Public	L	Reminders to staff to position correctly	Regular reminders	Ongoing	Ongoing
Lower Store Room & Office	Clutter - tripping	Staff	L	Regular reminders	Regular reminders	Ongoing	Ongoing
Attic	Many stored items/low and sloping roof – tripping/injury	Staff	M	None	Regular reminders to exercise caution	Ongoing	Ongoing
Upper Store Room	Access to shelving sometimes a problem – tripping /injury	Staff	L	Wooden shelving has been installed so fewer boxes on floor	Regular reminders to exercise caution	Ongoing	Ongoing
Kitchen	No risks identified	Staff	N/A	N/A	N/A	N/A	N/A
TEAC Room	Items in front of/to side of fire extinguisher – access impeded	Staff/Public	L	None	Regular reminders to staff	Ongoing	Ongoing

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	2009 2009 2009 2009	
Cash	Loss/Theft	Property	L	Till readings reconciled to takings daily and monthly. Deliveries checked against delivery notes – and delivery notes against invoices. Bankings undertaken by different staff, at variable times	None		

continued

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Absence of Centre Manager	Service interruption	Certain HC activities	L	5 Councillors are authorised cheque signatories. Clerk and Asst Town Clerk broadly familiar with range of HC activities. Sustainable in short-term only	None		
Property	Loss/Damage	Property	M	HC alarmed (2 keyholders) – access restricted to staff, Manager and Clerk. Overnight: till floats stored in locked container and any unbanked cash/cheques kept in a safe.	None		

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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 regularly by PRGP Committee. Sample checking by Internal Auditor.	None		
Banking & investment	Theft	Property	L	Cheques/External transfers signed by min 2 authorised signatories. Petty cash and budgetary limits. Accounts reconciled monthly. Internal Auditor checks.	None		

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Location Town Hall Cottage **Assessor/s** Richard Farhall **Date** 31.3.09 **Page** 1 of 1

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
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

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Location Rye Skate Park **Assessor/s** Richard Farhall **Date** 30.3.09 **Page 1 of 1**

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
General	Hazardous litter/items (typically pallets) on site -- injury	Users/Visitors	M	Weekly inspection. RDC contractor removes litter except for leaves under the structure. Litter bin on site. RTC arranges removal of larger items (wood, pallets) as and when required Advisory sign on structure. Cover under Council's combined insurance policy Inspected weekly. Annual ROSPA Inspection (June)	None	<i>Ongoing</i>	Keep under Review
	Injury through misuse of facility	Users	H		None		
	Equipment defect	Users	H		None		

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Location FG Playing Field **Assessor/s** Richard Farhall **Date** 31.3.09 **Page** 1 of 1

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Risk management responsibility of tenant (Rye Rugby FC)	Club failing to identify risks	Players, visitors	Unknown	Unknown	Check annually that the Club is actually undertaking risk assessments	ongoing	