

RYE TOWN COUNCIL

RISK ASSESSMENT

Location Town Hall **Assessor/s** Richard Farhall **Date** 8.5.17 **Page** 1 of 6

C4 44 (2)

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Reception	Limited working area around Asst Town Clerk's seat – injury	Staff	L	None	Move both desks further towards the window	June 2017	
Attic	Stored items -- tripping/injury Raising/Lowering flags – awkward access & ladder – injury. Attic trap door heavy. Restricted space on roof and low parapet wall – risk of falling from roof.	Staff Staff	L M-H	Verbal reminders to exercise caution Access restricted to TH Keeper and Clerk. Sometimes possible to raise/lower flag without standing on the roof – ie by reaching from the ladder.	Regular reminders. Fly the lighter Confederation flag in windy conditions	Ongoing	Ongoing
First Floor Kitchen Mayor's Parlour	No hazards/risks identified	N/A	N/A	N/A	N/A	N/A	N/A

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	Explore replacement with handrails	2017	
Chamber	Edges of under floor heating grills – tripping. Oils paintings (3) – theft	Public/Staff Community assets	L M	Monitor for loose screws CCTV in Buttermarket	Impractical Re-consider prior to alarm systems upgrade	Keep under review 2017-18	Keep under review
Office Kitchen	No hazards/risks identified	N/A	N/A	N/A	N/A	N/A	N/A
Town Clerk Office	Clutter	Staff/Public	L	None	Tidy. Dispose of items (start made)	Ongoing	Ongoing
Cell (Town Steward Office)	Clutter Chain, Mayoress badge and Deputy Mayor badge out of office for longer than required. Booking system not always up-to-date	Staff Civic regalia	L M	None Booking system Mayor, Mayoress and Deputy permitted to store chains/badges at home temporarily only if have access to a secure facility.	Remind new Mayors and Deputy Mayors of procedures.	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	Ground floor windows – no locks – unauthorised entry Rubbish/Leaves (slip hazard) in rear passage way (fire escape route)	Property People	L L	Alarm system Drawn to attention of neighbours as and when necessary.	Install locks Clear leaves periodically	2017-18 Keep under review	Keep under review
General	Fire	Staff/Visitors Property	L	Fire detection system – Serviced quarterly. Assessed at same time as general annual risk assessment	No		

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, Insurance cover amended as required	N/A	Ongoing	Ongoing
Assets	Under-valuation	Property/ Reserves	L	Assets Register updated in March. Premises and community assets re-valued professionally periodically	Revalue Town Hall Revalue TH Cottage Revalue Comm. Assets Revalue Heritage Centre	2019 2019 2019 2019	
Cash	Loss/Theft	Property	L	Little cash on premises. No petty cash. Few cash payments received. Banked (with cheques) at least weekly. Locked in a place accessible by two members of staff only.			

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	7 Councillors are authorised cheque signatories. Asst Clerk financially competent and broadly familiar with range of TH activities – Gen Asst becoming so.	Instruct Asst Town Clerk & Gen Asst in updating web site. Asst Town Clerk and Gen Asst to undertake SALC New Clerk's one-day training	2017 June 2017	
Property	Loss/Damage	Property	M	Town Hall alarmed (7 keyholders) – access restricted to Clerk, Asst Clerk, TH Keeper, Attendant, Sergeant, Gen Asst, Steward). Valuable items kept in safe.	None		

RYE TOWN COUNCIL

RISK ASSESSMENT

Location Town Hall (Financial)

Assessor/s Richard Farhall

Date 8.5.17

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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. Sample checking by Internal Auditor.	None		
Banking	Theft	Cash	L	Cheques/Ex transfers signed by min 2 signatories. Emergency spending and budgetary limits. Accounts reconciled monthly. Internal Auditor checks. Daily accounting software backups. No petty cash.	None		
Short-term investments	Provider failure	Cash	L	Deposits up to £85k protected under FSCS. NSI Government-backed. Julian Hodge Bank est 1962 with good credit ratings.	None		

RYE TOWN COUNCIL

RISK ASSESSMENT

Location Town Steward **Assessor/s** Richard Farhall & Nicky Ledger **Date** 31.3.17 **Page 1 of 1**

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Shed - Exterior	None						
Shed - Interior	Tripping over – bumping into equipment or materials	Staff	M	Keeping storage/work space tidy	None	<i>ongoing</i>	
	Ignition of combustible gas	Staff, public	L	Paint water-based. Fuel restricted to 5 litres in approved container.	Monitor	<i>ongoing</i>	
Working practices and procedures	Injury, damage to property	Staff, public	H	Employee and supervisor trained in signing, lighting and guarding street works. Generic risk assessment and method statement. Each activity is risk-assessed. Use of suitable barriers, cones and signs.	Monitor for additional training needs	<i>ongoing</i>	

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 & litter removal. RDC contractor removes litter except for leaves under the structure. Litter bin on site. RTC/Steward 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 2016)	(Replace litter bin)	Ongoing	Keep under Review
	Injury through misuse of facility	Users	H	Advisory sign on structure. Cover under Council's combined insurance policy. Inspected weekly. Annual ROSPA Inspection (June 2016)	None	Ongoing	Keep under Review
	Equipment defect	Users	H	Inspected weekly. Annual ROSPA Inspection (June 2016)	Hazards remedied on ongoing basis (last: ply replacement to half pipe, April 2017.)	Ongoing	Keep under Review

Area	Hazard	Persons/ Property at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
External	Injury whilst hanging banner/s	Staff	L	Do not display if windy	Regular reminders to staff	ongoing	ongoing
Retail Area	Slipping on wet floor	Staff/ Public	H	Areas dried promptly	Obtain and display 'wet floor' signs	June 2017	
Lower Store Room	Clutter - tripping	Staff	L	Regular reminders to staff	None	ongoing	ongoing
Office	Clutter – tripping Obstructed fire exit	Staff	L	Regular reminders to staff	None	ongoing	ongoing
Attic [storage]	Low and sloping roof – tripping/injury	Staff	M	Regular reminders to staff	None	ongoing	ongoing
Upper Store Room	Clutter - tripping	Staff	L	Regular reminders to staff	None	ongoing	ongoing
Kitchen	Proximity of fire extinguisher to microwave	Staff	M	None	Relocate microwave to table	June 2017	
Model Room	Falling on to Model	Visitors/ Model	H	Close supervision	Under consideration	Summer 2017	
TEAC Room	Items too obstructing extinguisher access	Staff/ Model/ Public	L	Regular reminders to staff	None	ongoing	ongoing
Insurance cover	Under insurance	Property/ Taxpayers	L	Asset Register updated in March and insurance scheduled adjusted if necessary	None	ongoing	ongoing
Assets	Under-valuation	Property/ Taxpayers	L	Asset Register updated in March and assets revalued periodically	Revalue HC	2019	

Area	Hazard	Persons/ Property at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Cash	Loss/Theft	Property/ Taxpayers	L	Till readings reconciled to takings daily & monthly. Deliveries checked against delivery notes – and delivery notes against invoices. Bankings undertaken at variable times. <i>Internal Day-to-Day Controls</i> document reviewed annually.	None		
Absence of HC Manager	Service interruption	Certain HC activities	L	7 Councillors are chq signatories. Clerk, Asst Clerk and Gen Asst broadly familiar with range of HC activities.	None		
Premises	Loss/Damage	Property	M	HC alarmed (4 key holders) – access restricted to staff plus Clerk and Gen Asst. Overnight: till floats stored in locked container and any unbanked cash/chqs kept in safe.	None		

Area	Hazard	Persons/ Property at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Supply of goods/ services to the HC	Oversupply/ Misappropriation	Property	L	Regulated by <i>Financial Regulations</i> , approved budget. Deliveries and invoices checked against delivery note by two staff. Payments ratified by PRGP Committee. Sample checking by internal auditor.	None		
Banking & Investment	Theft	Property	L	Payments mostly by chq – signed by two approved signatories. Petty cash and budgetary limits. Financial Reports presented to PRGP Committee. Accounts reconciled monthly. Auditor checks.	None		

Area	Hazard	Persons/ Property at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Rent	Non-receipt of market rent	Council finances/ Taxpayers	L	Rent review every 5 years	None – in Jan 2015 RTC decided to freeze the rent (£500pa) for a further 5 years.		

RYE TOWN COUNCIL

RISK ASSESSMENT

Date 18.5.17

Assessor/s Richard Farhall

Location Town Hall Cottage

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	Annual inspection/ service		ongoing	ongoing
Stairs	Rope handrail – personal stability	Tenants/ Visitors	L	None	(Wooden rails would restrict movement of furniture)	Keep under review	Keep under review