

**RYE TOWN COUNCIL**

**RISK ASSESSMENT**

**Location 7 Wish Ward – land adj**

**Assessor/s Richard Farhall**

**Date 13.4.21**

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Area	Hazard	Persons/ Property at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
General	Injury from hazardous litter	Public	L	RDC's contractor empties litter bin regularly			
	Tripping on loose or uneven slabs/masonry	Public	M	Town Steward/Town Hall Keeper visit regularly			
	Low boundary wall collapsing	Public	L	Reinforced (2018)	Rebuild and improve footing	Autumn 2021	

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**RYE TOWN COUNCIL**

**RISK ASSESSMENT**

**Location** Ferry Road Nursery

**Assessor/s** Richard Farhall

**Date** 13.4.21

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Area	Hazard	Persons/ Property at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Rent	Insufficient/No ground rent demanded or paid 1 October (rent increases every 7 years) <i>Tenant: Ferry Road Nursery</i> <i>Current rent: £208</i>	Council finances/ Taxpayers	L	Annual rent demand diarised and schedule of rent increases drafted (July 2018).	None		

**RYE TOWN COUNCIL**

**RISK ASSESSMENT**

**Location** FG Field

**Assessor/s** Richard Farhall

**Date** 13.4.21

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Area	Hazard	Persons/ Property at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Rent	Non-receipt of rent and/or missing rent review date  <i>Tenant: Rye Rugby FC</i>  <i>In Jan 2020 RTC decided to freeze the rent (£500pa) for a further 5 years</i>	Council finances/ Taxpayers	L	Next rent review date diarised	Commence next review October 2024	23.2.25 (current rental period expires)	

Note Centre leased to Rye Heritage Centre CIO for 5 years from 1.4.20. RTC is responsible for the 'fabric of the building'.

Area	Hazard	Persons/ Property at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
External	Loose weatherboarding	Public	L	None	Obtain estimates to replace	Autumn 2021	
Insurance cover	Under insurance	Property/ Taxpayers	L	Asset Register updated in March & insurance adjusted as necessary	None	ongoing	ongoing
Assets	Under-valuation	Property/ Taxpayers	L	Asset Register updated in March and assets revalued periodically (last market valuation: £370,500 – 19.9.19)	None		

Note Desk top only physical inspection not desirable because of COVID-19 pandemic.

Area	Hazard	Persons/ Property at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
General	Gas boiler fumes	Tenants, visitors	L	Annual Landlord's inspection and service	None	ongoing	ongoing
	Electric shock	Tenants, visitors	L	5-yearly Electrical Condition Report	None	ongoing	ongoing

**RYE TOWN COUNCIL**

**RISK ASSESSMENT**

**Location** Rye Skate Park      **Assessor/s** Richard Farhall      **13.4.21**      **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 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.	Monitor	<i>Ongoing</i>	Keep under Review
	Injury through misuse of facility	Users	H	Advisory sign on structure. Cover under Council's combined insurance policy	None		
	Equipment defect – resulting in injury	Users	H	Inspected weekly (hazards addressed on ongoing basis). Annual ROSPA Inspection (June)	None	<i>Ongoing</i>	

**RYE TOWN COUNCIL**

**RISK ASSESSMENT**

**Location** Town Hall Cottage

**Assessor/s** Richard Farhall **Date** 13.4.21

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*Note Desktop assessment only – visit not possible because of Covid-19 lockdown*

<b>Area</b>	<b>Hazard</b>	<b>Persons/Prop at risk</b>	<b>Risk Factor L/M/H</b>	<b>Existing Controls</b>	<b>Further Action</b>	<b>Target Date</b>	<b>Date Completed</b>
General	Gas boiler fumes	Tenants/Visitors	L	Annual Landlord's inspection & service	None	<i>ongoing</i>	<i>ongoing</i>
	Electric shock	Tenants/Visitors	L	5-yearly Electrical Condition Report	None	<i>ongoing</i>	<i>ongoing</i>
Stairs	Rope handrail – personal stability	Tenants/Visitors	L	None	(Wooden rails would restrict movement of furniture)	Keep under review	Keep under review

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**RISK ASSESSMENT**

**Location** Town Hall      **Assessor/s** Richard Farhall      **Date** 13.4.21      **Page** 1 of 6

Area	Hazard	Persons/Prop at risk	Risk Factor L/M/H	Existing Controls	Further Action	Target Date	Date Completed
Information Point	Injury/Abuse from agitated visitor (especially if one member of staff only in building)	Staff	M	Panic button linked to alarm system.	Monitor		
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, Steward 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
Mayor's Parlour	Tripping on metal door stop	Registrars, staff, Members, visitors	M	None	Regular reminders to staff to ensure as little as possible of the stop protrudes into the room	Ongoing	N/A



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**RISK ASSESSMENT**

**Location** Town Hall      **Assessor/s** Richard Farhall      **Date** 13.4.21      **Page** 2 of 6

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	2022	
Chamber	Edges of under floor heating grills – tripping. Oils paintings (3) – theft	Public/Staff Community assets	L M	Monitor for loose screws Premises alarmed when not in use	Impractical None – low values	Keep under review	Keep under review
Office Kitchen	No hazards/risks identified	N/A	N/A	N/A	N/A	N/A	N/A
Clerks' Office	Clutter	Staff/Public	L	None	Monitor	Ongoing	Ongoing
Cell (Town Steward Office)	Clutter Chain, Mayoress badge and Dep Mayor badge out of office for longer than required. Booking system not always up-to-date	Staff Civic regalia	L M	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

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**Location** Town Hall      **Assessor/s** Richard Farhall      **Date** 13.4.21      **Page** 3 of 6

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	Monitor	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	Property	L	Alarm system	Install locks	2022	
	Rubbish/Leaves (slip hazard) in rear passage way (fire escape route)	People	L	Drawn to attention of neighbours as and when necessary.	Clear leaves periodically	Ongoing	Ongoing
General	Fire	Staff/Visitors Property	L	Fire detection system – Serviced quarterly. Professional assessment undertaken October 2019	As per professional report recommendations	2022	

**RYE TOWN COUNCIL**

**RISK ASSESSMENT**

**Location** Town Hall (Financial)

**Assessor/s** Richard Farhall

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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	2022 2022 2022	
Cash	Loss/Theft	Property	L	Little cash on premises. No petty cash. Few cash payments received. Banked (with cheques) at least weekly..			

**RYE TOWN COUNCIL**

**RISK ASSESSMENT**

**Location** Town Hall (Financial)

**Assessor/s** Richard Farhall

**Date** 13.5.21

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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	Councillors are authorised cheque/payments signatories. DTC financially competent and familiar with range of TH activities. DTC capable of covering the role in the short-term – and medium to long-term (once qualified).	None	N/A	
Property	Loss/Damage	Property	M	Town Hall alarmed (7 keyholders) – access restricted to Clerk, DTC, TH Keeper, TH Attendant, Sergeant, Steward, Mayor). Valuable items kept in safe.	None	N/A	

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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 Council. Sample checking by Internal Auditor.	None		
Banking	Theft	Cash	L	Cheques/Payments/Transfers signed by min 2 signatories. Emergency spending and budgetary limits. Accounts reconciled monthly. Internal Auditor checks. Quickbooks now cloud-based. No petty cash. Deposits up to £85k protected under FSCS. NSI Government-backed. Hodge Bank est 1962 with good credit ratings.	None		
Short-term investments	Provider failure	Cash	L		None		