

Bexhill-on-Sea Town Council, Risk Assessment

Name of Organisation:	Bexhill-on-Sea Town Council	Start Date:	01/03/2024
		Date of Assessment:	30/03/2024
		Date of Review:	12/03/2025

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			Facilities Coordinator	
2.	Windows – Being smashed at the Hub	Staff Contractors Visitors	Shutters	Med	Council to consider shutters for the Hub windows	Med	Facilities Coordinator	
3.	Flooding- Hub being flooded.	Staff Contractors Visitors	Insurance cover in place	Med		Low	Facilities Coordinator	
4.	External Door is heavy and can be difficult to open for those with accessibility needs	Staff Contractors Visitors	Door has been replaced with aluminium frame	Med	Council to consider automatic doors	Low	Facilities Coordinator	

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Customer Services Area								
5.	Slips and trips, uneven floor surface 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, e.g. no boxes left in walkways, • Deliveries stored immediately. 	High	<p>Offices cleaned every evening.</p> <ul style="list-style-type: none"> •Trap door cover could be smoothed over or hazard tape installed. •Vents need securing -They are mounted away from general routes. •Vents need highlighting (Hazard tape) 	High	Facilities Coordinator	
6.	Cats/Dogs/Birds/Reptiles visiting Hub	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 	Low	Facilities Coordinator	

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	Allergies and reactions	Staff Contractors Visitors	<ul style="list-style-type: none"> Staff and visitors surveyed for allergies and reactions 		<p>any one time.</p> <ul style="list-style-type: none"> Store food stuffs carefully All chemicals stored correctly, COSHH sheets to be checked. 			
7.	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 could be purchased. Training for new staff 		Facilities Coordinator	
	MANUAL HANDLING Moving furniture							

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			<ul style="list-style-type: none"> Proper lifting techniques used 			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 ensure good posture and to avoid glare and 	Med	DSE assessments have been carried out and all adjustments made.	Med	Facilities Coordinator	

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			<p>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 with docking station, 					

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			screen, keyboard and mouse.					
11	WORKING AT HEIGHT Reaching high shelves, putting up decorations etc	Staff	<ul style="list-style-type: none"> No high shelves currently available. No ladders. 		Any work carried out at height will be carried out by approved contractor		Facilities Coordinator	

12	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	Clerk	
13	ELECTRICAL General	Staff Contractors Visitors	<ul style="list-style-type: none"> Staff trained to spot and report (to office administrator) any defective plugs, 	High	Pat testing course/training to be arranged	High	Facilities Coordinator	

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			discoloured sockets or damaged cables/equipment. <ul style="list-style-type: none"> Defective equipment taken out of use safely and promptly replaced. Staff told not to bring in their own appliances, toasters, fans etc. Office items undergo regular PAT test and records kept in Office Building electrical inspection 		for Town Rangers			
14	ELECTRICAL- Heater in customer service area	Staff Contractors Visitors	<ul style="list-style-type: none"> Pat tested and controls in place to ensure switch off at night. 	Low		Low	Facilities Coordinator	
Town Clerk office								
15	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	Facilities Coordinator Julie Miller	

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Kitchen Area								
16	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	Facilities Coordinator	
17	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 and remedial actions completed.	Low	Facilities Coordinator	
18	Accident Book	Staff Visitors Contractors	Log any accidents in accident book	Med	Book kept in kitchen with first aid kit.	Med	Facilities Coordinator Julie Miller	
19	First Aider	Staff	Appoint First Aider and training	Med	First Aiders trained and appointed.	Med	Facilities Coordinator Julie Miller	
20	Fire Marshall	Staff	Appoint Fire Marsal and training	Med	Fire Marshals trained and appointed.	Med	Facilities Coordinator	

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Garden Area								
21	Maintenance of garden	Staff Visitors Contractors	Contractor to tidy up every spring	Med	Japanese knotweed treated.	Med	Facilities Coordinator	
Others Area								
22	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 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 	High	Asbestos Survey Complete and remedial actions completed.	High	Facilities Coordinator Julie Miller	
23	LONE WORKING	Staff	<ul style="list-style-type: none"> • Two members of staff to be in the office as far as possible 	Med	Panic button installed on customer		Facilities Coordinator Julie Miller	

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			<ul style="list-style-type: none"> 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. Staff to check back door locked before leaving. 		<p>services customer services desk</p> <p>Staff report to manager if at Hub alone</p> <p>Office door to be kept locked if one person in the office.</p> <p>Perimeter alarm can be set for safety.</p>			
24	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	Facilities Coordinator	
25	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 	Med		Med	Clerk	

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			and then Town clerk reports to the police and managed incident					
26	HAZARDOUS SUBSTANCES	Staff	<ul style="list-style-type: none"> All hazardous substances listed in a COSHH register Hazardous substances stored in a lockable cupboard 				Facilities Coordinator	
PHYSICAL ASSETS								
27	<u>Protection of Physical Assets owned or managed by the Council.</u> <ul style="list-style-type: none"> Office equipment Recording Equipment Civic Regalia Risks Items lost/stolen/damaged/ underinsured	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 Council and included in the minutes 	Med	Review of insurance value of regalia to take place to ensure insurance is adequate	Med	RFO	

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28	<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.		Facilities Officer	Ongoing
PUBLIC LIABILITY								
29	<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	Town Clerk	Ongoing
LEGAL LIABILITIES								
30	<u>Protection for Legal Liabilities</u> <ul style="list-style-type: none"> • Public Liability • Officials' indemnity • Employers Liability 	Council/ Staff	Insured: Zurich Municipal HR and Employment Law Advice: Worknest	High	Mop up session for councillors not present at Code of Conduct training	High	Town Clerk	Ongoing

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	<ul style="list-style-type: none"> • 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</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>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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	defamatory/confidential statements may lead to litigation/reputational damage							
31	<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>	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</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>	High	Full Council/ Finance Committee/ Full Council	

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	Failure to meet VAT / PAYE deadlines could lead to fines for the council		<p>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> <p>Council regularly reviews employment policies for legal updates</p> <p>Council adheres to pension regulation requirements; offers LGPS to qualifying staff</p>		<p>Clerk completes staff appraisals regularly and feeds back to F&GP Committee.</p> <p>HR Sub Committee members/F&GP Committee members to receive training on how to be a good employer</p>			

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32	<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/r eputational 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 created</p> <p>Near Miss reporting created.</p>	Med	Council/ Finance Committee	
33	<p><u>Contracts</u></p> <p>Risks The council enters into agreements/leases/contracts that present a risk to the council, financial or reputational</p>	Council/Clerk	<p>Receive legal advice at appropriate level for the following:</p> <p>Leases Licences Contracts</p>	Med	<p>Local Council Specialist Solicitors used – Surrey Hills</p>	Low	Council	

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FINANCES AND BANKING								
34	<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&A agenda in line with Financial Regulations All BACS payments to be signed by 2 councillors Financial records presented to F&A Committee	Med	When numbers of transaction increases the council to upgrade accounting software package	Med	Finance & Audit Committee	Ongoing
35	<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	Councillors to sign bank statements as proof of balance checks	Low	Finance & Audit Committee	

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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>		F&GP Committee to review banking arrangements annually			Ongoing
36	<p><u>Expenses – councillors</u></p> <p>Risks</p> <p>Fraudulent expenses claims paid/misuse of public funds</p>	Council	<p>Expenses to be claimed using authorised forms</p> <p>Expenses to be checked against invoices and verified under existing policy terms</p> <p>Payments to be made by BACS to named councillor only</p> <p>Mileage claims checked against attendance register at</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</p>	Med	All	Ongoing

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			<p>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>		answers to be reported back			
37	<p><u>Expenses – staff</u></p> <p>Fraudulent expenses claims paid/misuse of public funds</p>	Council	<p>The Clerk’s expenses must be approved by the Chair of Finance Committee</p> <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>	Low	<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>	Low	All	Ongoing

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			Use of shared transport with other councillors or staff required.		Applied for credit card.			
38	<u>Ensuring adequacy of budget setting</u> <u>Risk</u> Incorrect budget setting could lead to overspend or underspend/ reputational damage/ use up all of reserves / end up holding more than allowed funds	Council	Monthly variance analysis +/- 15% undertaken and reviewed by Finance & Audit Committee	Med	Regular reviews by Town Clerk and RFO	Med	RFO	
39	<u>Ensuring adequacy of Annual Precept</u> <u>Risk</u> Damage to reserves/ meeting requirements of audit regulations/ reputational damage	Council	Budgeting process to include previous year's actual figures compared to budget	Med	Committees to review budgets and spend each year prior to submitting budgets to Finance Committee	Med	All committees/Full Council	Ongoing

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40	<p><u>Accurate reporting of Council Business in Minutes</u></p> <p><u>Risk</u> Open to public challenge/ Judicial Review/ litigation/ legal costs/ reputational damage.</p>	Council Members	<p>Draft minutes sent to all members with agenda. All committee minutes reviewed at monthly Full Council</p> <p>Meetings and minutes properly numbered. Publish minutes on website</p>	Low	Draft Meeting minutes on website to be converted to approved once signed by committee		All Committees/ Full Council	Ongoing
41	<p><u>Adoption and Adherence to the Code of Conduct</u></p> <p><u>Risk</u> Complaints upheld by principle authority/ sanctions imposed/ reputational damage</p>	Council / Council Members	<p>Procedures for Members adoption of the Code of Conduct</p> <p>Each Member provided with copy of the Code</p> <p>Information pack provided for all new Members</p> <p>Offer training for new councillors</p> <p>DPIs for each member on website</p>	Med	Chair to informally advise individual members in cases of potential harm	Med	All	Ongoing

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GENERAL								
42	<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	Town Clerk	Ongoing
43	<u>Coronavirus and infectious diseases</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
44	<u>Hub Security</u> Councillors making inaccurate statements on	Clerk/Councillors/ Staff	Complaints procedure on website for staff and councillors to report issues	High	Regular staff check-ins to discuss and share concerns		All	Ongoing

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	social media/in the public 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	Med		
45	<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	Facilities Coordinator	Ongoing
46	Slips/Trips/Falls	Allotment users	Regular checks of allotments sites	Med	Check footways and approaches	Med	Facilities Coordinator	Ongoing
47	Bonfires	Allotment users	Regular checks of allotments sites	Low	Check for evidence of bonfires on regular visits	Low	Facilities Coordinator	Ongoing
48	<u>Legal Claims</u>	Council – Corporate Body	Councillors to follow LGAI972 S101 requirement.	High	In high risk cases where decisions are		Councillors and Staff	Ongoing

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	The council may face a legal claim for not following agreed policy / procedures leading to financial loss and reputational damage		Council decisions to follow agreed procedure and legislation.		taken that may cause distress to individuals or groups, careful and sensitive communication must be used at all times.	Medium		
49	<u>The potential costs of freehold purchase of toilets</u> The cost of purchasing the freehold may be underestimated, or ongoing maintenance, repair, and refurbishment costs could exceed the town council's budget.	The corporate body, taxpayers.	Conduct a detailed cost-benefit analysis, including purchase price, legal fees, and ongoing maintenance costs. Set aside a contingency fund for unexpected expenses.					
50	<u>the first floor of the Hub being used as offices</u> Lack of fire escapes upstairs	Staff	Landlord unable to approve fire escapes upstairs, so staff not to use as offices	High	Installed fire exit signs.	High	Facilities Coordinator	

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51	<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 Failure to meet community expectations	The corporate body, members of the public. The corporate body. The corporate body, members of the public. The corporate body. Councillors, staff. The corporate body, 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 robust policies and procedures are in place. Implement ongoing compliance monitoring.	High	Staff Structure under review to increase capacity	High	Town Clerk/Finance and Audit Committee	Ongoing

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			<p>Develop a detailed transition plan and communicate clearly with stakeholders.</p> <p>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>					
52	<p><u>Council has opened Devonshire Square toilets</u></p> <p>Risk of vandalism, fire, flood, theft.</p>	Members of the Public Staff	<p>Regular visits made to check facilities</p> <p>Cleaners to be regularly briefed.</p>	Med	Repairs to be carried out promptly.	Med	Facilities Coordinator	

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	Risk of drug use, and other inappropriate uses							