

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:	30/03/2025

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 Julie Miller	
2	Tile sticking out – crumbling, rain damage	Staff Contractors Visitors	Maintenance tile needs to be put back in	Low	Work complete March 2024	Low	Facilities Coordinator Julie Miller	
3	Car's Crashing into our shop window, this happened to other shop owners	Staff Contractors Visitors	Apply for Bollards to be put up-rejected	Med	Council to consider reinforcing window – rejected.	Low	Facilities Coordinator Julie Miller	
4	Windows – Being smashed	Staff Contractors	Shutters	Med	Council to consider shutters	Med	Facilities Coordinator	

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
		Visitors					Julie Miller	
5	Flooding- shop being flooded	Staff Contractors Visitors	-Insurance cover	Med		Low	Facilities Coordinator Julie Miller	
6	Post box - Not a secure letter box- mail can be stolen. - Can be set on fire.	Staff	- Secured letter box - Lockable	High	Work Completed May 2024	Low	Facilities Coordinator Julie Miller	
Customer Services Area								
7	SLIPS AND TRIPS 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, eg no boxes left in walkways, • Deliveries stored immediately. 	High	Offices cleaned every evening. •Trap door cover needs odd edging removed or to be covered (E.g., With a rug) •Vents need securing -They are mounted away from general routes. •Vents need	High	Facilities Coordinator Julie Miller	

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
8	Cats/Dogs/Birds/Reptiles visiting Hub Allergies/reactions	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	highlighting (Hazard tape?) <ul style="list-style-type: none"> • Cleaning supplies are nearby • Limit number of animals in the Hub at any one time. 	Low	Facilities Coordinator Julie Miller	
	Front door Broken, can't open/close,	Staff Contractors Visitors		Low	Investigate new door, quotes	Low	Facilities Coordinator Julie Miller	
9	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 		Facilities Coordinator Julie Miller	

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
	MANUAL HANDLING Moving furniture		<ul style="list-style-type: none"> Proper lifting techniques used 		<ul style="list-style-type: none"> Training for new staff Lifting aids - Sack truck or trolley Training for new staff 	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. 	Med		Med		

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
			<ul style="list-style-type: none"> • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. • 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. 					

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
			<ul style="list-style-type: none"> When used at office, laptop should be used with docking station, screen, keyboard and mouse. 					
11	Access to work		<ul style="list-style-type: none"> Risk assessment carried out on each Staff member 	low	<ul style="list-style-type: none"> Action plans to set up with individuals confidentially 	Med	Julie Miller	
12	WORKING AT HEIGHT Reaching high shelves, putting up decorations etc	Staff	<ul style="list-style-type: none"> No high shelves currently available 		Any work carried out at height will be carried out by approved contractor		Facilities Coordinator Julie Miller	
13	WORKING AT HEIGHT No handrail & Heating between first and second floor	Staff/contractors	Handrail to be installed before this area is used on a regular basis	Low	For council to consider	Low	Facilities Coordinator Julie Miller	

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
14	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	Julie Miller	
15	ELECTRICAL General	Staff Contractors Visitors	<ul style="list-style-type: none"> • Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cables/equipment. • Defective equipment taken out of use safely and promptly replaced. • Staff told not to bring in their own appliances, toasters, fans etc. 	High	Pat testing course/training	High	Facilities Coordinator Julie Miller	

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
			<ul style="list-style-type: none"> Office items undergo regular PAT test and records kept in Office Building electrical inspection 					
16	ELECTRICAL - Socket and switch by front door	Staff Contractors Visitors	<ul style="list-style-type: none"> Switch and socket need to be secured to the wall 	Med		Med	Facilities Coordinator Julie Miller	
17	ELECTRICAL- Heater in rest area	Staff Contractors Visitors	<ul style="list-style-type: none"> Isolated and out of service To be repaired or replaced 	Low	Leave out of service and review regular	Low	Facilities Coordinator Julie Miller	
Meeting Room								
18	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	
Kitchen Area								

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
19	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 Julie Miller	
20	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 18/10/203 and remedial actions completed.	Low	Facilities Coordinator Julie Miller	
21	Kitchen cabinets rotten & falling to pieces.	Staff	Need replacing, practically can be used for storage	Med		Med	Facilities Coordinator Julie Miller	
22	Accident Book	Staff Visitors Contractors	Log any accidents in accident book	Med		Med	Facilities Coordinator Julie Miller	
23	First Aider	Staff	Appoint First Aider and training	Med	First Aiders trained and appointed.	Med	Facilities Coordinator Julie Miller	

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
24	Fire Marshall	Staff	Appoint Fire Marsal and training	Med	Fire Marshals trained and appointed.	Med	Facilities Coordinator Julie Miller	
Toilet Area								
25	Doors not locking properly.	Staff Visitor Contractor	Repair door locks	Med	Door locks are repaired.	Med	Facilities Coordinator Julie Miller	
26	Toilet Replacements	Staff Visitors Contractors	Water dripping from toilet tank Seats old & yellow, wear and tear	Med	works completed Oct 2023,	Med	Facilities Coordinator Julie Miller	
27	Back windows	Staff Visitors	Privacy and security	Med	Blind has been fitted.	Med	Facilities Coordinator Julie Miller	
Garden Area								
28	Maintenance of garden	Staff Visitors Contractors	Contractor to tidy up every spring	Med	Ongoing,	Med	Facilities Coordinator Julie Miller	
Others Area								
29	ASBESTOS	Staff Contractors Visitors	• Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working.	High	Asbestos Survey Complete and remedial actions completed.	High	Facilities Coordinator Julie Miller	

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
			<ul style="list-style-type: none"> • 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 					
30	LONE WORKING	Staff	<ul style="list-style-type: none"> • Two members of staff to be in the office as far as possible • 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. 	Med	<p>Panic button available</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>		Facilities Coordinator Julie Miller	

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
31	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 Julie Miller	
32	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 and then Town clerk reports to the police and managed incident 	Med		Med	Julie Miller	
33	HAZARDOUS SUBSTANCES	Staff	<ul style="list-style-type: none"> All hazardous substances listed in a COSHH register Hazardous substances stored in a lockable cupboard 				Julie Miller Facilities Coordinator	
PHYSICAL ASSETS								
34	<u>Protection of Physical Assets owned or managed by the Council.</u> <ul style="list-style-type: none"> Office equipment Recording Equipment Civic Regalia 	Council/ Staff/ Members of the public	<ul style="list-style-type: none"> Insured: Zurich Municipal. Asset lists and inventory undertaken & reviewed at least annually. 	Med	Review of insurance value of regalia to take place to ensure insurance is adequate	Med	Julie Miller	2022-23

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
	Risks Items lost/stolen/damaged/underinsured		<ul style="list-style-type: none"> Disposals always reported and approved by Full Council and included in the minutes 					
35	<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.		F&GP Committee	Ongoing
PUBLIC LIABILITY								
36	<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	Community Committee	Ongoing

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
LEGAL LIABILITIES								
37	<p><u>Protection for Legal Liabilities</u></p> <ul style="list-style-type: none"> • Public Liability • Officials' indemnity • Employers Liability • 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>	Council/ Staff	<p>Insured: Zurich Municipal</p> <p>HR and Employment Law Advice: Worknest</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>	High	<p>Mop up session for councillors not present at Code of Conduct training</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>	High	Finance Committee	Ongoing

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
	Social media posts / emails and communications with the public - statements at meetings concerning staff and councillors containing defamatory/confidential statements may lead to litigation/reputational damage				GDPR training arranged for all councillors and staff Social media training for staff and councillors			
38	<u>Compliance with Employment Law and Inland Revenue Regulation including VAT</u> <u>Risks</u> Disclosure of confidential staff information by councillors and/or at public meetings	Council/ Clerk/ Members of the public	Annual VAT rebate from HM Revenue and Customs completed by RFO and reported to Finance Committee Use of Rialtas software to prepare VAT returns presented to Finance Committee	High	Council has HR advice policy in place: Worknest Council to ensure that HR-Sub Committee	High	Full Council/ Finance Committee/ Full Council	

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
	<p>Lack of support/management for staff leading to loss of motivation/poor performance/sickness/absence/staff vacancies</p> <p>Failure to meet VAT / PAYE deadlines could lead to fines for the council</p>		<p>Reconciliation of VAT returns to Rialtas by F&GP Committee</p> <p>Payroll completed by independent provider and records printed and signed 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>meets with clerk regularly to offer support and training / address HR issues promptly.</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>			

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
39	<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 to be created</p>	Med	Council/ Finance Committee	
40	<p><u>Contracts</u></p> <p><u>Risks</u></p> <p>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	

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
FINANCES AND BANKING								
41	<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&GP agenda in line with Financial Regulations All cheques/BACS payments to be signed by 2 councillors Use of Excel accounting sheets Financial records presented to F&GP Committee	Med	When numbers of transaction increases the council to use accounting software package	Med	F&GP Committee	Ongoing
42	<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	F&GP Committee to review banking	Low	F&GP Committee	Ongoing

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
			<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>		arrangements annually			
43	<p><u>Expenses – councillors</u></p> <p>Risks</p> <p>Fraudulent expenses claims paid/misuse of public funds</p>	Council	<p>Full Council verify bank statements and balances to bank reconciliation</p> <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> <p>Mileage claims checked against attendance register at other meetings and training events</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 answers to be reported back</p>	Med	All	Ongoing

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
			Use of shared transport with other councillors or staff required Expenses policy in place All expenses must be approved by the RFO.					
44	<u>Expenses – staff</u> Fraudulent expenses claims paid/misuse of public funds	Council	The Clerk’s expenses must be approved by the Chair of Finance Committee All payments signed by 2 councillors Lists of all cheques/BACS payments circulated to all councillors prior to signature. Receipts must be attached (with the exception of mileage claims) Mileage claims checked against attendance register at other meetings and training events. Use of shared transport with other councillors or staff required.	Low	Members advised to read all reports and papers thoroughly before meetings. Questions to be raised in advance of meetings for answers to be reported back Applied for credit card.	Low	All	Ongoing

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
45	<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 F&GP Committee	Med	Finance Committee	Med		
46	<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
47	<u>Accurate reporting of Council Business in Minutes</u> <u>Risk</u>	Council Members	Draft minutes sent to all members with agenda. All committee minutes reviewed at monthly Full Council	Low	Meeting minutes to be numbered		All Committees/ Full Council	Ongoing

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
	Open to public challenge/ Judicial Review/ litigation/ legal costs/ reputational damage.		Meetings and minutes properly numbered. Publish minutes on website		consecutively each municipal year			
48	<u>Adoption and Adherence to the Code of Conduct</u> <u>Risk</u> Complaints upheld by principle authority/ sanctions imposed/ reputational damage	Council / Council Members	Procedures for Members adoption of the Code of Conduct Each Member provided with copy of the Code Information pack provided for all new Members Offer training for new councillors DPIs for each member on website	Med	Chair to informally advise individual members in cases of potential harm	Med	All	Ongoing
GENERAL								
49	<u>Computer Failure</u>	Council/ staff	Data backed up on cloud storage.	Med	Equipment replaced regularly		F&GP Committee	Ongoing

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
	<u>Risk</u> Loss of data/ disruption to operation of council		Occasional checks that all data is present			Med		
50	<u>Coronavirus</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
51	<u>Hub Security</u> Councillors making inaccurate statements on social media/in the public domain about staff and councillors causing harm to individuals – mental health or inciting public	Clerk/Councillors/ Staff	Complaints procedure on website for staff and councillors to report issues Councillors attend Code of Conduct Training	High	Regular staff check-ins to discuss and share concerns Staff to receive recognition for good performance	Med	All	Ongoing

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
	contempt, animosity and potential abuse Potential resignations		Chair to remind councillors of consequences of behaviour at each meeting					
52	<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
53	<u>Legal Claims</u> The council may face a legal claim for not following agreed policy / procedures leading to financial loss and reputational damage	Council – Corporate Body	Councillors to follow LGA1972 S101 requirement. Council decisions to follow agreed procedure and legislation.	High	In high risk cases where decisions are taken that may cause distress to individuals or groups, careful and sensitive communication must be used at all times.	Medium	Councillors and Staff	Ongoing
54	<u>Risk of injury to councillors and staff from abusive customers</u>	Councillors/Staff	All to remain vigilant at all times.	High	CCTV at Hub		All	Ongoing ar

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
	<p>Staff are at risk in the Hub</p> <p>Councillors are at risk at surgeries and public events</p>		<p>Remove from danger, do not engage in arguments/disagreements.</p> <p>Report all concerns to Sussex Police.</p> <p>Members of the public not to be taken into staff offices or back rooms.</p>		<p>Secure area created</p> <p>Refuge area created</p> <p>Panic Button installed at Hub</p>	Medium		
55	<u>Risk of infectious disease</u>	All	<p>Councillors and staff not to come into Hub/meetings when ill.</p> <p>Wash hands regularly.</p> <p>Screen for customer services.</p> <p>Cleaning regime in the Hub.</p>	Med	Close the shop in case of infection.	Med	All	Ongoing