

Bexhill-on-Sea Town Council, Risk Assessment

Name of Organisation:	Bexhill-on-Sea Town Council	Start Date:	01/03/2024
		Date of Assessment:	01/03/2024
		Date of Review:	20/03/2024

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, Box Internet service provider had installed.	High	Has been repaired	High	Ann Anaswara Julie Miller	
2	Tile sticking out – crumbling, rain damage	Staff Contractors Visitors	Maintenance tile needs to be put back in	Low		Low	Ann Anaswara 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	Ask council to consider reinforcing window	Low	Ann Anaswara Julie Miller	
4	Windows – Being smashed	Staff Contractors Visitors	Shutters	Med	Ask council to consider shutters	High	Ann Anaswara Julie Miller	

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5	Flooding- shop being flooded	Staff Contractors Visitors	-Insurance cover	Low		High	Ann Anaswara 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		High	Ann Anaswara 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 highlighting (Hazard tape?)	High	Ann Anaswara Julie Miller	

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					<ul style="list-style-type: none"> •Carpet needs replacing •Tape needs removing •Mat needs to be secured 			
	8- Front door Broken, can't open/close,	Staff Contractors Visitors		Low	Investigate new door, quotes	Low	Ann Anaswara 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 • Training for new staff 	Low	Ann Anaswara Julie Miller	
	MANUAL HANDLING Moving furniture		<ul style="list-style-type: none"> • Proper lifting techniques used 		<ul style="list-style-type: none"> • Lifting aids - Sack truck or trolley • Training for new staff 			
Workspaces Area								

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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 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. 	Med		Med		

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			<ul style="list-style-type: none"> 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, screen, keyboard and mouse. 					
11	Access to work		<ul style="list-style-type: none"> Risk assessment carried out on each Staff member 		<ul style="list-style-type: none"> Action plans to be set up for everyone confidentially 		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		Ann Anaswara Julie Miller	

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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	Ann Anaswara Julie Miller	
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 Council has adopted Civility and Respect Pledge. 	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. 	High	Pat testing course/training	High	Ann Anaswara Julie Miller	

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			<ul style="list-style-type: none"> 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 					
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 There is two by the door? 	Med		Med	Ann Anaswara 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	Ann Anaswara Julie Miller	
Meeting Room								
18	Heating vents on floors	Staff Contractor Visitors	Signs to be made and put by vents	Med	Signs have been installed	Med	Ann Anaswara Julie Miller	

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Kitchen Area								
19	ELECTRICAL Cooker/fridge in rest area	Staff	<ul style="list-style-type: none"> Isolated and out of service. Taking up space To be repaired, replaced, removed 	Low	Remain out of service.	Low	Ann Anaswara Julie Miller	
20	Hot water Taps	Staff Visitors Contractors	<ul style="list-style-type: none"> Boiler needs to be inspected – electrical set up – Electrician. 	Low	Boiler inspection carried out 05/10/2023 Electrical inspection carried out 18/10/2023 and remedial actions booked,	Low	Ann Anaswara Julie Miller	
21	Kitchen cabinets rotten & falling to pieces.	Staff	Need replacing, practically can be used for storage	Med		Med	Ann Anaswara Julie Miller	
22	Accident Book	Staff Visitors Contractors	Log any accidents in accident book	Med		Med	Ann Anaswara Julie Miller	
23	First Aider	Staff	Appoint First Aider and training	Med	First Aiders trained and appointed.	Med	Ann Anaswara Julie Miller	

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24	Fire Marshall	Staff	Appoint Fire Marsal and training	Med	Fire Marshals	Med	Ann Anaswara Julie Miller	
Toilet Area								
25	Doors not locking properly.	Staff Visitor Contractor	Repair door locks	Med	Door locks are repaired.	Med	Ann Anaswara Julie Miller	
26	Toilet Replacements	Staff Visitors Contractors	Water dripping from toilet tank Seats old & yellow, wear and tear	Med	Cheaper to replace toilets than parts , and instruct plumber to fit in	Med	Ann Anaswara Julie Miller	
27	Back windows	Staff Visitors	Privacy and security	Med	Blind has been fitted.	Med	Ann Anaswara Julie Miller	
Garden Area								
28	Maintenance of garden	Staff Vistors Contractors	Contractor to tidy up every spring	Med	Ongoing,	Med	Ann Anaswara 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 pending.	High	Ann Anaswara Julie Miller	

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			<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 always be in the office at once • 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>		Ann Anaswara Julie Miller	

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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	Ann Anaswara 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 Own 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 Ann Anaswara	
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. Disposals always reported and approved by Full 	Med	Review of insurance value of regalia to take place to ensure insurance is adequate	Med	F&GP Committee Julie Miller Paul	2022-23

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	Risks Items lost/stolen/damaged/ underinsured		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

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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>	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>F&GP Committee to review conduct policies and create officer/member protocol policy</p> <p>Staff Handbook to be created.</p> <p>Health and Safety</p>	High	Community Committee/ F&GP Committee	Ongoing

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	<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 defamatory/confidential statements may lead to litigation/reputational damage</p>				<p>handbook to be created</p> <p>GDPR training arranged for all councillors and staff</p> <p>Social media training for staff and councillors</p>			
38	<p><u>Compliance with Employment Law and Inland Revenue Regulation including VAT</u></p> <p><u>Risks</u> Disclosure of confidential staff</p>	Council/ Clerk/ Members of the public	<p>Annual VAT rebate from HM Revenue and Customs completed by RFO and reported to F&GP Committee</p> <p>Use of Rialtas software to prepare VAT returns</p>	High	Council has HR advice policy in place: Worknest		Full Council/ F&GP Committee/ Full Council	

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	<p>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> <p>Failure to meet VAT / PAYE deadlines could lead to fines for the council</p>		<p>presented to F&GP 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 by Chair of F&GP and two councillors</p> <p>Monthly payment of PAYE & NIC by BACS to HMRC, signed off at F&GP Committee</p> <p>Council to obtain professional HR Advice promptly where necessary through Chair or Vice Chair/ Chair of F&GP Committee</p> <p>Council regularly reviews employment policies for legal updates</p>		<p>Council to ensure that HR-Sub Committee 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>	High		

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			Council adheres to pension regulation requirements; offers LGPS to qualifying staff					
39	<u>Health and Safety</u> <ul style="list-style-type: none"> Risk Assessments Risks Council does not recognise risks of activities and is open to litigation/accident/injury/reputational damage.	Council/ Clerk/ Members of the public	The following risk assessments undertaken annually and reviewed periodically: <ul style="list-style-type: none"> Council & Financial Event risk assessments carried out prior to every event.	Med	Dynamic risk assessments carried out to address any unexpected change of circumstances Health and Safety handbook to be created	Med	Council/ Community Committee/ F&GP Committee	
40	<u>Contracts</u> <u>Risks</u> The council enters into agreements/leases/contracts that present a risk to the council, financial or reputational	Council/Clerk	Receive legal advice at appropriate level for the following: Leases Licences Contracts	Med	Local Council Specialist Solicitors used – Surrey Hills	Low	Council	

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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

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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>		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

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			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 F&GP 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 company credit card.	Low	All	Ongoing

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45	<p><u>Ensuring adequacy of budget setting</u></p> <p>Risk Incorrect budget setting could lead to overspend or underspend/ reputational damage/ use up all of reserves / end up holding more than allowed funds</p>	Council	Monthly variance analysis +/- 15% undertaken and reviewed by F&GP Committee	Med	F&GP Committee	Med		
46	<p><u>Ensuring adequacy of Annual Precept</u></p> <p>Risk Damage to reserves/ meeting requirements of audit regulations/ reputational damage</p>	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 F&GP	Med	All committees /Full Council	Ongoing
47	<p><u>Accurate reporting of Council Business in Minutes</u></p> <p>Risk Open to public challenge/ Judicial</p>	Council Members	Draft minutes sent to all members with agenda. All committee minutes reviewed at monthly Full Council	Low	Meeting minutes to be numbered consecutively		All Committees/Full Council	Ongoing

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	Review/ litigation/ legal costs/ reputational damage.		Meetings and minutes properly numbered. Publish minutes on website		each municipal year			
48	<u>Adoption and Adherence to the Code of Conduct</u> Risk 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> Risk 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	F&GP Committee	Ongoing

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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 contempt, animosity and potential abuse Potential resignations	Clerk/Councillors/ Staff	Complaints procedure on website for staff and councillors to report issues Councillors attend Code of Conduct Training Chair to remind councillors of consequences of behaviour at each meeting	High	Regular staff check-ins to discuss and share concerns Staff to receive recognition for good performance	Med	All	Ongoing

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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	Ann Anaswara	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 LGAI972 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> Staff are at risk in the Hub Councillors are at risk at surgeries and public events	Councillors/Staff	All to remain vigilant at all times. Remove from danger, do not engage in arguments/disagreements. Report all concerns to Sussex Police.	High	CCTV at Hub Secure area created Refuge area created	Medium	All	Ongoing ar

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			Members of the public not to be taken into staff offices or back rooms.		Panic Button installed at Hub			
55	<u>Risk of infectious disease</u>	All	Councillors and staff not to come into Hub/meetings when ill. Wash hands regularly. Screen for customer services. Cleaning regime in the Hub.	Med	Close the shop in case of infection.	Med	All	Ongoing