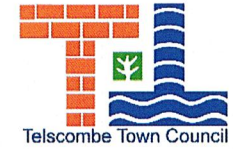


TELSCOMBE TOWN COUNCIL



Risk Assessment March 2026

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No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
1	Information Technology	Desktop PC Crash/Network Crash	2	2	4 (low)	All the computers are under a maintenance contract with an IT company.	The system is backed up daily via the on-site server and off site in the cloud. Back-up is checked annually	All staff to ensure that storage of main files are kept on 'g' drive which is backed-up.
2		Website crash	2	2	4 (low)	External support is available. Back up kept daily. Back up is kept off site.	Control procedures in place.	All Staff
3		Disaster recovery IT crash	2	2	4 (low)	Back up in the cloud via IT consultant.	Control procedures are in place.	IT Consultant/ Town Clerk
4		Sabotage by computer hackers/virus/security	1	2	3 (low)	Virus software is regularly updated and we have ransomware protection.	System is password controlled. Multi factor authentication in place.	IT Consultant/ staff
5		Using the internet for private purposes	2	1	2 (low)	System is password protected.	Internet usage policy in place.	Town Clerk
6		Theft, loss or damage to Computer system	2	2	4 (low)	The premises are secured and alarmed & insured for loss and theft. IT company have loan computers available for use.	Control procedures are in place.	Town Clerk/ IT Consultant
7	Premises	Inadequate Insurance Cover	2	2	4 (low)	Insurance cover is fully reviewed. New 5-year agreement started 28.2.23 & year 4 of 5 recently renewed. Risk assessments undertaken yearly. Facilities are regularly maintained to ensure good condition.	Control procedures are in place but require regular review and monitoring.	Town Clerk
8		Theft and vandalism of sites	3	2	6 (med)	Record of assets is maintained and reviewed yearly. Regular visits of all sites are undertaken. CCTV operational at Civic Centre.	Need to ensure that all sites are visited. Encourage residents to report vandalism.	Town Clerk/staff/ Councillors
9		Absence of service level agreements for facility management	1	3	3 (low)	Service contracts in place for fire extinguishers & fire alarm, lift, intruder alarm, IT network, CCTV and automatic front door.	Ensure contracts are regularly reviewed and monitored & identified works are undertaken.	Town Clerk/staff

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
10		Failure to obtain necessary licenses	2	2	4 (low)	Licences for entertainment and music obtained. Alcohol licence 'TEN' applied for when needed.	Entertainment licence obtained for Civic Centre in 2011.	Town Clerk/admin staff
11		Failure to complete user/hire agreements	2	2	4 (low)	Completion of hire agreement is a prerequisite of facility hire. Arrange annual review of conditions and charges. Damage deposit required and public liability insurance details must be provided where required.	Systems in place to ensure agreements are signed & completed prior to hire and all other required documentation is obtained.	Admin staff
12		Failure to get user satisfaction	2	2	4 (low)	Ensure that all bookings are recorded on system along with set up requirements and that all staff are made aware of forthcoming bookings & requirements at weekly team meeting. User survey should be undertaken.	Need to ensure all staff adequately trained in procedures and ensure that caretakers are aware of room requirements.	Admin staff/ caretakers/ Town Clerk
13		Fire/ loss due to disaster	2	3	6 (med)	Insurance cover provided. Ensure members of staff are trained as fire marshal and that fire alarms/fire extinguishers are regularly tested. Ensure that all users of facilities are aware of sound of fire alarm and have read fire escape plan. Ensure that appropriate signage in place. Ensure fire escapes clear of blockages.	Contracts in place to ensure regular testing of fire alarm and checking of fire extinguishers. Staff training and fire plan to be kept up to date. Separate professional fire risk assessment undertaken in Feb 2024 and no major problems highlighted.	Town Clerk & all staff
14		Hazardous substances	2	2	4 (low)	Training provided where required. Appropriate protective clothing provided where required. Ensure cleaning products/paints etc protected in lockable cabinet.	Procedures and job descriptions in place.	All staff

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
15		Slips and trips	2	2	4 (low)	All areas well lit, including stairs. Ensure there are no trailing leads or cables. Staff to keep work areas clear, eg, no boxes left in walkways, deliveries to be stored immediately.	Building cleaning regime in place.	All staff
16		Manual handling	2	2	4 (low)	Trolley provided and to be used for moving heavy items delivered etc. Tables in rooms used by hirers have wheels & chair trolley provided for moving stacks of chairs. No high shelf storage.	Manual handling training carried out by caretaking staff.	All staff
17		Display screen, equipment/desk arrangement	2	2	4 (low)	Breaks to be taken, and no staff to work in excess of 6 hours without a break. Work station and equipment to be set to ensure good posture and to avoid glare and screen reflections. Lighting and temperature controlled – adjustable blinds on windows, windows can be opened for ventilation. Fans/heaters available if too hot/cold. Staff policy to allow eye test paid for by Council.	Remind staff to inform line manager if they have any pain that may be linked to computer use or work station. Self-assessment of work station/chair to be carried out. Remind staff they are entitled to an eye test paid for by the Council.	All staff
18		Working at height	2	2	4 (low)	Any work at height should be undertaken by caretakers who should use appropriate ladders.	Ladders to be checked regularly to ensure in good working order. Ladder safety training to be undertaken by all staff.	All staff
19		Electrical	2	2	4 (low)	Annual PAT testing undertaken on electrical appliances. Defective equipment to be taken out of use safely and promptly – regular monitoring to be undertaken by all staff. Electrical installation inspection undertaken by qualified contractor every 5 years.	Ensure PAT test report reviewed and any items that failed are either repaired or replaced.	All staff

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
							Electrical installation report to be reviewed and recommendations actioned.	
20		Use of vehicles for Council business	2	2	4 (low)	Private motor vehicle insurance documents & MOT certificates to be checked by Manager to ensure cover is current and adequate. Copy documents to be kept on employee's personnel file.	Remind staff that vehicles need to be insured for business purposes if undertaking Council activities off site.	All staff
21		Lone working	2	2	4 (low)	Staff to inform one another where they are going and estimated time for return to office. All staff have access to each other's mobile numbers. Staff keep office doors locked at all times. Keypad locks on corridor/room doors for security – to be kept locked if no hirers in. Maglock on front door & office staff have option to release lock to give public access.	Remind office-based staff that whereabouts of staff 'out of the office' should be monitored to ensure that if late, call made to mobile. Staff do not allow any unknown persons in the office with them when alone.	All staff
22		Pandemic measures	2	2	4 (low)	Cleaning measures in place.	Ensure full stocks of hand sanitiser, cleaning equipment, masks and gloves and any current legislation is adhered to.	All staff
23		Income loss due to groups not being able to use building due to disaster.	2	2	4 (low)	Insurance in place to protect from loss of income.	Ensure insurances are monitored & adequate. Business Continuity Plan in place.	Town Clerk

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
24		Health and Safety – Risk to visitors and staff	2	2	4 (low)	Arrange regular inspections of site. Ensure that all staff have appropriate training and adhere to health and safety policy. Ensure that hirers have public liability insurance where necessary. Ensure that appropriate signage/contracts and disclaimers are in situ.	Public liability and insurances regularly checked for all hirers. Maintain record of any injuries. Ensure that staff are aware of Health and Safety policy/responsibility – training is undertaken & recorded on staff records.	Caretakers/ all staff
25		Clock Maintenance	2	1	2 (Low)	Maintenance to be carried out as required & contractor to have appropriate insurance.	Clock not working & agreed not to have it repaired.	Caretakers/ Town Clerk
26	Car Park at Civic Centre	Maintenance of surfaces and boundaries/barriers	2	2	4 (low)	Carry out inspections. Maintain records on works needed. Ensure any repairs/ works undertaken.	Civic Centre car park inspection to be undertaken quarterly.	Caretakers / all staff
27		Security and Safety	2	2	4 (low)	24 hour CCTV surveillance available in Civic Centre car park. Maintain sensor/timed control lighting. Ensure adequate signage available.	CCTV cameras & lights checked to ensure that they are operational.	All staff
28		Cleaning and litter control	2	2	4 (low)	Litter bin provided in car park. Staff job descriptions show responsibility for cleaning.	Contract with LDC to empty car park litter bin. Job descriptions in place re cleaning.	Caretakers/all staff
29	Bus Shelters	Vandalism	2	2	4 (low)	Arrange regular inspections of bus shelters. Policy decision to use polycarbonate to replace glass when necessary.	Inspections carried out by Amenities Officer.	Amenities officer
30		Maintenance and Cleaning	2	2	4 (low)	Annual inspections undertaken. Maintain records of works carried out.	6 weekly cleaning undertaken by outside contractor.	Amenities officer
31	Seats/ benches	Damaged seats due to vandalism or weathering	2	2	4 (low)	Annual inspections undertaken and replacement/ repair budget maintained.	Procedures in place – job description re inspections.	Amenities officer

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
32	Telscombe Tye	Inadequate management plan	2	3	6 (med)	Options for alternative to HLS agreement which ended in April 2023 are ongoing.	Management Plan adopted by Full Council on 15.9.21. Review due to be undertaken.	Town Clerk/Cllrs
33		Dog Fouling causing a detrimental effect on land and public enjoyment.	2	3	6 (med)	Ensure adequate signage in place. Provision of dog waste bins.	Signage in place and various dog waste bins provided. PSPO covering dog fouling issued by LDC.	Town Clerk/ Amenities Officer/Cllrs
34		Fly-tipping, Hazardous waste	2	2	4 (low)	Monthly inspections undertaken by external contractor. Reports by members of the public.	Removal to be dealt with by an external waste management company.	Town Clerk/ All staff
35		Inadequate maintenance of fences and gates	2	2	4 (low)	Monthly inspection undertaken by external contractor and issues reported.	Gates all numbered. Use volunteer assistance where required. Records of work done are kept.	Town Clerk / External contractor
36		Inadequate maintenance of paths/bridleways	2	2	4 (low)	Define responsibility and ensure maintenance is carried out in accordance with agreed management plan.	Bridleway/footpaths jurisdiction of ESCC.	Town Clerk / ESCC
37		Personal Injury	2	2	4 (low)	Ensure that gates, fences & hedges maintained in accordance with Council Policy and inspected to minimise risk. Ensure notices and warning signs are in situ. Ensure adequate insurance cover in force. Maintain appropriate records concerning repairs and maintenance.	Public liability insurance cover in place. Inspection reports reviewed.	Town Clerk / Ranger
38		RTA involving vehicle driving on the Tye or bridleways. Dog	2	3	6 (med)	Signage on entrance(s) to Telscombe Tye. Engagement with those with commoners grazing rights & access rights to communicate rules for vehicle usage of the Tye.	Monitor public complaints.	Town Clerk / P&R Committee

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
		walkers, walkers, horse riders or cyclists using Tye/bridleway may not expect vehicles to be present which could lead to RTA				Council Website advises no vehicles permitted to be driven on the Tye. Social media messaging to reinforce that no vehicles permitted to be driven on the Tye.		
39		Accident involving horses galloping or being ridden without due consideration for other Tye users	2	3	6 (med)	Signage on entrance(s) to Telscombe Tye. Engagement with local stables/ horse riders to outline rules for horse riding on the Tye. Council website reflects that galloping or riding of horses without consideration for other land users is forbidden on the Tye. Social media messaging to reinforce this message.	Monitor public complaints related to horse riding on the Tye.	Town Clerk / P&R Committee
40		Public Order disruption between users of the Tye. Competing stakeholder interests for use of Tye could lead to verbal / physical confrontations between individuals.	2	3	6 (med)	TTC zero tolerance for abuse or harassment of staff. Use of Police 101 to report incidents or 999 if there is a credible threat or crime occurring.	Tye Working Group review common land management models to assess if there are more inclusive land management approaches, which could minimise inter Tye stakeholder conflict.	Town Clerk / P&R Committee
41	Parks & Play-grounds	Personal injury	2	3	6 (med)	Ensure that regular site inspections are undertaken and full annual inspection (ROSPA or equivalent) in respect of play equipment. Risk assessments to be undertaken for one off events in Chatsworth Park. Ensure adequate notice given and appropriate insurance cover in place.	Weekly inspections of playgrounds undertaken by LewesDC and reported to us. Grounds maintenance contracts in place to undertake works in park. Insurance cover in place.	Amenities Officer / Town Clerk

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
							Full annual inspection of playgrounds undertaken via LDC.	
42		Vandalism	2	2	4 (low)	Take reasonable action to maintain security of sites.	Ensure bollards, barriers & gates are in situ and locked.	Amenities Officer / Town Clerk / outside contractors
43		Inadequate budget provision to ensure maintenance and repair of parks and playgrounds	1	2	2 (low)	Equipment inspected and maintained/replaced as needed.	Budget for parks and playgrounds reviewed annually to ensure funds in place for required works.	Town Clerk/RFO
44		Failure to maintain trees	1	3	3 (low)	Full tree reports undertaken regularly by arboriculturist, also general maintenance contract in place.	Tree works carried out in accordance with survey report recommendations and general maintenance plan	Amenities Officer / Town Clerk
45	Employment of Staff	Failure to comply with employment law / regulations	2	4	4 (low)	Ensure that appropriate contracts are issued to all employees in accordance with ESALC/NALC model template. Maintain subscription to ESALC/NALC for advice when needed. Policies & Employment Handbook in place.	SALC/NALC/SLCC updates/ networking training events.	Town Clerk / Employment Sub Committee
46		Loss of key staff	3	6	9 (high)	All key functions are documented and recorded. Have succession policy in place and if possible include hand over period. Contact SALC re locum Clerk.	Continue to review and monitor. Refer to Business Continuity Plan.	Town Clerk
47		Inability to recruit	2	2	4 (low)	Relook at advert and job description, can changes be made – is it being publicised effectively. To use agency staff for recruitment.	Recruitment policy included in employment handbook	Town Clerk / Employment Sub Committee
48		Lack of job satisfaction	2	2	4 (low)	Annual appraisal system in place, supported by one-to-ones and team meetings. Ensure	Have training budget available to meet	Town Clerk / Employment

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
						training and other support available for personal development.	staffing needs. Include professional development requirements.	Sub Committee
49		Stress	2	2	4 (low)	Staff duties and responsibilities are via job descriptions – annual appraisals undertaken. Weekly team meetings held for staff to be kept up-to-date & have opportunity for discussion.	Staff can speak confidentially to manager or Cllrs (on no blame basis) if they are feeling unwell or ill at ease because of work.	All staff
50		Attacks on personnel	2	2	4 (low)	Ensure lone working is kept to a minimum, security for building is operational and that lone workers are equipped with contact telephone numbers for other staff.	Staff contact details are all circulated and distributed. Ensure CCTV operational & all door security locks are operational.	Town Clerk/all staff
51	Staff Communication	Lack of boundaries or discretion	2	2	4 (low)	Staff meetings, Equal Opportunities Policy	Staff handbook/ policies in place	Town Clerk
52		Breach of confidentiality	2	2	4 (low)	Supervisory line of command, regular staff meetings undertaken	Staff handbook/ policies in place	Town Clerk/ Councillors
53		Information overload/ineffective meetings	2	2	4 (low)	Meetings are planned and for set purposes; action plans are updated regularly	Line managers required to follow up action points and set clear deadlines	Town Clerk/ Councillors
54	Service Quality & Development	Poor service provided to residents	2	2	4 (low)	Easy, clear complaints procedure in place which is followed. Council meetings open to public to ask questions/see work undertaken by Council.	Complaints now regularly reviewed at Committee/Council meetings.	All staff & Councillors
55		Statutory services not provided	1	2	2 (low)	Standing orders regularly updated. All staff trained.	Project timetable to ensure all Standing Orders are updated.	Town Clerk/RFO

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
56		Poor development of new services	2	2	4 (low)	Review and monitor activities	Evaluate services provided and seek possible new services for users.	Town Clerk/staff/Councillors
57		Public records not kept	1	2	2 (low)	Documents are all kept and archived in accordance with document retention policy. Minutes stored at The Keep in Brighton.	Update staff re document retention requirements. Review policies regularly.	Town Clerk
58		Failure to effectively process documents.	2	2	4 (low)	Define clear procedure for document progression. Ensure all staff trained.	Review policies regularly.	Town Clerk / staff
59	Governance & Risk Management	Lack of relevant skills among Councillors	1	3	3 (low)	Training undertaken. Experienced Councillors act as mentors.	Ensure regular training undertaken.	Town Clerk / Councillors
60		Councillors not keeping up to date with legislations	2	2	4 (low)	Councillor training & Councillor briefings.	Forward briefing updates from ESALC etc to Cllrs.	Town Clerk
61		Meetings lack quorum	1	2	2 (low)	Dates of meetings set in advance, notice of next meeting/agenda sent within statutory period.	Cllrs asked to arrange a substitute if they cannot attend.	Admin staff/ Town Clerk
62		Conflict of interest	2	2	4 (low)	Disclosure of interest made at each meeting, policy of abstaining on such decisions; Register of Interest kept.		Town Clerk / Amenities Officer
63		Disagreement/ conflict between Councillors	2	2	4 (low)	Cllr Code of Conduct.	Training & development for Cllrs.	Town Clerk
64		Disagreement/ conflict between the Clerk & Councillors	2	2	4 (low)	Supervision, annual appraisals, regular meetings with Councillors.		Councillors / Town Clerk
65		Lack of information; materials sent not received	1	2	2 (low)	Regular contact with Councillors before meetings. Feedback from Councillors.	Get delivery & read receipts for emails. Cllrs to collect agendas & paperwork if possible.	Support staff/ Amenities Officer/ Town Clerk

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
66		Personal Injury	1	3	3 (low)	Insurance cover in place. Ensure that at public meetings controls are in place to minimise risk to officers/members of public. Ensure that Health and Safety assessment updated annually.	Caretaker to ensure layouts are clear of trip hazards etc.	All staff - Town Clerk
67	Financial Risks	Budget Overspend	2	3	6 (med)	Regular budget monitoring & accurate reporting. Councillors monitor budget spend. Reserves kept.	Budget spend figures and remaining budget information taken to each Committee and full Council meetings. Audits & reconciliations undertaken & comply with legislation.	Town Clerk/RFO - Councillors
68		Cash flow problems	1	2	2 (low)	Monthly reconciliation of accounts. Debt collection & financial procedures in place.	Forward spending prediction carried out to ensure available funds accessible in bank acct.	Support staff / Town Clerk/RFO
69		Failure to maintain record of Council assets	1	2	2 (low)	Audit requires update of documents annually. Records kept secure.	Asset register updated on ongoing basis and reviewed by full Council annually in March.	Town Clerk/RFO
70		Inadequate insurance cover	1	2	2 (low)	Insurance checked and reviewed with insurance company	Insurance reviews annually & amended if required to prevent under insurance.	Town Clerk
71		Failure to comply with Inland Revenue	1	2	2 (low)	Payroll outsourced. Records kept of income tax, NI payments etc. Internal and External financial controls.		Town Clerk/RFO
72		Fraud	1	2	2 (low)	Financial monitoring and procedures in place. Staff appraisal and supervision.		Town Clerk/RFO

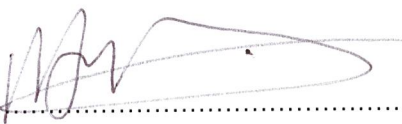
No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
73		Failure to set precept within sound budgeting arrangements	1	2	2 (low)	Budget setting undertaken by RFO with Chairs of committees in advance of precept setting to ensure budgets are set as required for next financial year.	Full Council review/approval of budget.	Town Clerk/RFO - Councillors
74		Failure to keep proper financial records	1	2	2 (low)	Standing orders and financial regulations in place. Independent internal & external audits undertaken. Regular financial reporting.	Financial transactions approved at Committee & full Council meetings & budget balances reported. Bank reconciliations checked by a Councillor quarterly & reported to full Council/P&R Committee.	Town Clerk/RFO/ Cllrs
75		Failure to maintain an effective payment system	1	2	2 (low)	Determine responsibility for control of expenditure. All payments supported by invoice/PO. All payments recorded & approved. Signatories approved.	Procedures & Financial Regulations reviewed annually.	Town Clerk/RFO
76		Cash income and expenditure for hire & events are not properly recorded	1	2	2 (low)	Records of cash received for each event are reconciled with payment into Council's bank account.	Payments & receipts lists taken to full Council for approval.	Admin staff / Town Clerk/RFO
77	Investments	Failure to maintain investment register	2	2	4 (low)	Investment transactions are recorded and reported to Council.	Investments made are reported quarterly to full Council or P&R Committee within the bank reconciliation report. Money to be spread over more than one organisation.	Town Clerk/RFO

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
78		Inappropriate investment	2	2	4 (low)	Investment with approved organisations, no speculative investment undertaken.	Investment Policy in place & subject to regular review.	Town Clerk/RFO - Councillors

RISK ASSESSMENT UNDERTAKEN BY STELLA NEWMAN ON 19.2.26

REVIEWED & AGREED BY AUDIT SUB-COMMITTEE ON 5.3.26

RISK ASSESSMENT APPROVED BY FULL COUNCIL ON 18.3.2026

SIGNED BY: 

CLLR N WATTS, DEPUTY MAYOR & CHAIR OF MEETING ON 18TH MARCH 2026

Likelihood	Highly likely (3)	Low (3)	Medium (6)	High (9)
	Possible (2)	Low (2)	Low (4)	Medium (6)
	Unlikely (1)	Low (1)	Low (2)	Low (3)
	(Likelihood x impact)	Negligible (1)	Moderate (2)	Severe (3)

Impact

