

Specific Risk	Likelihood of Occurrence H/M/L	Severity H/M/L	Existing Controls	Action Needed	Budget Implication	Potential Loss
Loss of Allotment Rent – Unusable plots	L	M	Flood prevention	1. Annual check of ditches 2. 20 year soil test	£100	£1000
Beaconsfield Land Rent HTFC	L	L	Lease to 2025 Rent subsidy in force of £700 per year on rent of £1500	Rent review due 30.07.2012	£500	£800
All parks and open spaces – Arrival of Travelers	M	H	Vehicle Access restricted to secure gateway only	Regular check of security		Legal cost £1000
Play Areas – Equipment Vandalism or malfunction	H	H	1. Weekly inspection with written report 2. Annual Engineering Inspection by Insurers 3. Full Insurance cover	Maintain existing controls	£1200	
Country Park Lake and Pond – Loss of fish	L	M	Employment of Water Bailiff	1. Maintain existing controls 2. Annual check of water quality	£300	£1000
Country Park Pathways	L	M	Visual inspection by outdoor staff	Maintain Existing Control		
Country Park – Vermin control	H	M	Visual Inspection by outdoor staff	1. Review Existing Control 2. Pest control contract as required.	£400	
Grass cutting – Standard of workmanship	L	L	1. Three year detailed service contract 2. Visual check by outside staff 3. Public complaint	Review contract in 2013	£21000	
Tree Maintenance on Hailsham Town Council Land	M	H	1. Bi-Annual inspection and written report from Tree warden. 2. Visual Inspection on demand by Appointed Tree Warden	Maintain existing controls.	£500	
Open Ditch Land	L	H	Visual inspection by outdoor staff	Set up detailed inventory of all		

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Town Council Offices						
1. Fire	L	H	Fire alarm system, fire fighting equipment – annually tested, insurance cover. Monthly Inspection of building by designated officer	Fire risk assessment reviewed annually.		
2. Burglary	M	H	Alarm System to first & second floors	Mark all high value equipment Install window locks	£200	£5000
3. Loss of keys	L	L	Keylist	Update key list		
4.Theft of Official Vehicles	L	L	Electronic entrance gates. Boundary walls fitted with anti climb equipment	Staff awareness when vehicles in use outside of secure carpark.	£200	£20000
Western Rd Cricket Pav						
1. Fire	M	M	Fire fighting equipment, insurance cover, monthly inspection	Maintain existing arrangements		
2. Services failure	M	M	Monthly Inspection to read meters	Maintain arrangements		
3. Vandalism	H	M	Weekly Visual Inspection	Maintain arrangements		
Maurice Thornton Pav			Twice weekly inspection by cleaner			
1. Fire	M	M	Fire fighting equipment, insurance cover, monthly inspection	Maintain existing arrangements		£1500
2. Services failure	M	M	Monthly Inspection to read meters	Maintain arrangements		
3. Vandalism	H	M	Weekly Visual Inspection	Maintain arrangements		
Maurice Thornton Shed	L	L	None	Monthly Inspection		

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Cemetery Buildings.	L	M	Cemetery Superintendant on site Insured			
Burial Ground (space availability)	H	M	Periodic review Capital Fund of £17500 Continue with burial record software, to monitor space	Annual assessment of grave space Add to fund Advise WDC of land requirement.	£3000 annually	
Street Furniture Vandalism	H	L	Periodic Inspection Insured	1.Detailed Inventory of all highway seats and bus shelters Regular recorded inspections 2. Use existing “pear software” to map all equipment	£2500 Staff time for item 2	

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<u>Computers</u> Theft	L	M	Office alarm protected / insured/ inventory	Review of IT Strategy Investigate CLOUD Backup.	£500	£5000
Loss of Data	M	H	Back up on server and tape	Security code all equipment		
Virus	M	H	Antivirus System	Periodic review of software		
<u>Plant & Tools</u> Theft	M	M	Security Labelled Locked in store Inventory	Complete security storage	£100	£5000
<u>Vehicle Fleet</u>				Review whole Vehicle Fleet Risk Assessment June 2012		
<u>Graffiti Machines (2)</u> Operational breakdown	L	L	Secured in locked yard Regular service	Test equipment when unused for one month or more	£500 Service	£3000
Loss of Service	L	M				
<u>Mini Bus</u> Theft	L	M	Secured in locked yard		£100	
Vandalism	L	M				
Loss of fuel by siphoning	L	L	Fuel cap lock			
Loss of Hire Income						£2000
Christmas Festoons Theft	M	M	Secured in store Insured			
<u>The Square Café</u> Kitchen Equipment			Inventory Insured against theft	Security code		
Computers						
Furniture						
Loss of Hire	M	M	Premises kept clean and tidy			£1000

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<u>Lease/Property Income</u> 6B Market Street	L	H	Lease expires 26.3.2014	Review rent on due dates. Review rent market conditions prior to renewal date.		£10500
4 Market Street	M	H	Lease to be terminated in Feb 2012	Review future use and rent.		£8500
Cemetery Lodge	L	H	Agent Managed		£575	£6060
Office Meeting Room	L	M				£1000
Sports Pavilion Hire	L	M				£1000