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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

10 April 2026

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in Godalming Museum, 109a High Street, Godalming on THURSDAY, 16 APRIL 2026 at 7.00pm.

*Andy Jeffery*

Andy Jeffery  
Chief Executive Officer

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

Committee Members: Councillor Crowe  
Councillor S Downey – Vice Chair  
Councillor Duce  
Councillor Heagin – Chair  
Councillor Weightman  
Councillor Follows (*ex officio*)

## **AGENDA**

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 12 February 2026, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. **WORK PROGRAMME**

Members to review the committee's work programme, copy attached for the information of Members.

5. **REVIEW OF POLICY DOCUMENTS**

Members to review the policy documents listed below. The links below show the original documents; proposed amendments are detailed in the Fire Safety Precautions & Emergency Procedures document attached for the information of Members.

[Fire Safety Precautions & Emergency Procedures](#)  
[Training Statement of Intent](#) – no changes proposed

6. REVIEW LONE WORKING RISK ASSESSMENTS

Members to review the Lone Working Risk Assessments, copies attached for the information of Members.

7. STAFF RECRUITMENT

Members to receive an update on the recruitment of the Support Services Executive and Museum Education & Outreach Officer.

8. STAFFING STRUCTURE REVIEW

Members to consider reviewing the existing staffing structure in response to LGR. The existing structure, and the new structure which incorporates the new committee structure and will be implemented from May 2026, are attached for the information of Members.

9. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

10. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Mayor's Parlour, The Bury, Godalming on Thursday, 28 May 2026 at 7.20pm.

11. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 12 AND 13 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

12. STAFFING MATTERS

Members to receive a report on confidential staffing matters and agree appropriate actions.

13. STAFF APPRAISALS

Members to consider the outcomes of the Chief Executive Officer's appraisal.

4. STAFFING COMMITTEE – WORK PROGRAMME

<b>TASK</b>	<b>PROGRESS</b>	<b>COMMENT</b>	
Staff Meeting	Aim for service area visits to be undertaken June/July 2026	<b>Doodle poll to seek dates</b>	
Staffing Planning 2025-2028	Ongoing		
Review reporting chain within the Dignity at Work Policy when/if changes occur to the leadership positions within the Council	Ongoing	To ensure gender options within the reporting chain for staffing issues.	
Officers to undertake a review of GTC staffing policies to ensure alignment with the Employment Rights Bill as it is enacted, amended policies to be considered by Staffing Committee.	Deputy Chief Officer to conduct review	<b>Further consideration of policies in July 2026</b>	
Worknest review of staff contract against Staffing policies	Deputy Chief Officer to conduct review with Worknest	To address any ambiguity between the contract and policies.	
<b>POLICY REVIEWS</b> <i>to be updated following review on this agenda</i>	<b>PERSON UNDERTAKING REVIEW</b>	<b>DATE ADOPTED/ LAST REVIEWED</b>	<b>REVIEW DATE</b>
Leave Policy		4 July 2019/ Reviewed February 2026	Q1 2028
Disciplinary Procedure		13 January 2022 Reviewed February 2026	Q1 2028
Grievance Policy		13 January 2022 Reviewed February 2026	Q1 2028
Social Media Policy		22 March 2018/ Reviewed February 2026	Q1 2028
Training Statement of Intent		13 January 2022 Reviewed 13 May 2024	Q1 2028

<b>POLICY REVIEWS</b> <i>to be updated following review on this agenda</i>	<b>PERSON UNDERTAKING REVIEW</b>	<b>DATE ADOPTED/ LAST REVIEWED</b>	<b>REVIEW DATE</b>
Dignity at Work Policy		19 December 2019/ Reviewed February 2026	Q1 2028
Employee Code of Conduct		13 September 2018/ Reviewed February 2026	Q1 2030
Absence & Sick Pay Policy and Procedure		4 July 2019/ Reviewed February 2026	Q1 2028
DBS Data Handling Policy		15 November 2018/ Reviewed November 2024	Q4 2027
Appraisal Scheme		Adopted 14 November 2024	Q4 2027
Modern Day Slavery Statement		17 April 2025	Q2 2028
Recruitment of Ex-Offenders Policy		Reviewed September 2025	Q3 2028
Whistleblowing			
Fire Safety Precautions & Emergency Procedures			
Flexible Working Policy			
Statement of Staff Management			
Exercise of Employer Discretions			



Supporting Our Community

## **FIRE SAFETY PRECAUTIONS & EMERGENCY PROCEDURES** **107-109 HIGH STREET/COUNCIL MEETINGS**

Fire in any building is a potential killer. It is important that all staff are familiar with the fire precautions for the areas that they find themselves in while you are at work. The ~~Town Clerk~~ **Chief Executive Officer** should ensure that all new employees are made aware of the fire precautions and procedures in the Town Council offices on the first day of their employment.

Staff should be aware of the alternative means of escape. If a member of staff is hosting visitors – at a committee or other meeting, they are to ensure that the fire evacuation information is given out before the meeting commences.

### **SOUNDING THE ALARM**

The alarm will be raised, normally by the continuous ringing of a loud bell. On hearing the alarm, staff are to leave the building immediately. Staff and any visitors are to make their way to the evacuation muster point at the junction of the High Street and Lower South Street and are to await the instructions of the designated Fire Marshal or the Fire Brigade before returning to the Council Offices.

### **FIRE EVACUATION WARDENS – COUNCIL OFFICES**

The ~~Responsible Finance Officer (RFO)~~ **Chief Executive Officer** is the Town Council office Fire Evacuation Warden (in the absence of the ~~RFO~~ this role will be undertaken by ~~either the Support Services Executive Finance Assistant or the Community Services & Communications Officer~~). The Fire Evacuation Warden will ensure the Town Council offices are empty and report this to the person in charge at the assembly area. Staff are to obey the instructions of Fire Wardens when the fire alarm sounds. Irrespective of whether the evacuated site is on a monitored alarm system or not, the Fire Warden is to ring 999 and report the incident to the Fire Brigade.

### **FIRE EVACUATION WARDENS – COUNCIL MEETINGS**

Irrespective of the location of a Council Meeting, the meeting clerk is to act as the Fire Evacuation Warden to ensure that the meeting room is vacated and report this to the person in charge of the assembly area/fire officer as appropriate. As WBC do not provide a permanent receptionist during evening GTC meetings, the GTC Fire Evacuation Warden may not immediately be able to find the WBC designated Fire Warden, therefore during evening meetings the Clerk acting as Fire Evacuation Warden is to ring 999 and report the incident to the Fire Brigade.

### **DISCOVERING A FIRE**

If you discover a fire, you should **raise the alarm at once**. There are manual call points (alarm buttons covered by a glass window, also known as “break glasses”) by all final points of exit in the Council Offices and at all locations used for Council Meetings, i.e WBC Council Chamber, Pepperpot, Wilfrid Noyce Centre and the Museum. To raise the alarm, break the glass (carefully), this will activate the fire alarm. Irrespective of whether the evacuated site is on a monitored alarm system or not, the Fire Warden is to ring 999 and report the incident to the Fire Brigade. If safe to do so close all doors and windows and leave the building by the nearest safe route. Once outside, tell the person responsible where the fire you discovered is located.

## **FIRE EXTINGUISHERS**

Fire extinguishers are only to be used for small fires, for example a small fire in a waste bin. If you have not used a fire extinguisher before, the time to learn is **not** when there is a fire.

## **GOOD HOUSEKEEPING**

If you see or become aware of any blocked fire exits, potential sources of a fire or anything else which you think may compromise safety in the event of a fire it is your duty to report it, normally to the ~~Facilities Supervisor~~ **Operations & Compliance Officer**. If the situation is not resolved quickly, contact the ~~Town Clerk~~ **Chief Executive Officer**.

## **BOMB THREAT CALL – MUNICIPAL BUILDINGS**

In the event that you receive a bomb threat call please ask the following questions and keep the caller talking as long as possible

**WHERE IS THE BOMB?**

**WHAT TIME WILL IT GO OFF?**

**WHAT DOES IT LOOK LIKE?**

**WHY ARE YOU DOING THIS?**

**WHO ARE YOU?**

At the end of the call immediately ring the emergency number 999 and report the incident. Then notify the ~~town-clerk-or-facilities-supervisor~~ **Chief Executive Officer or Operations & Compliance Officer**.

Write down the exact words of the message.

Record anything that was specific about the caller - e.g.

**Calm or excited**  
**Accent or odd language use**  
**Old or young sounding**  
**Background noise or music**

**If on contact with the police service they instruct the evacuation of the building, the evacuation button on the Fire System Control panel should be used to initial an evacuation.**

If you come across a suspect package, parcel or bag etc. – please:

**Report the package to the ~~Town Clerk or Facilities Supervisor~~ **Chief Executive Officer or Operations & Compliance Officer**.**

**DO NOT ATTEMPT TO OPEN IT YOURSELF.**

**If the package cannot be identified the police are to be contacted, staff should follow the advice given by the emergency services.**

## **TERRORIST ACTION BY POST – 109-107 HIGH STREET**

### **THE THREAT IS MINIMAL**

Terrorist (or other criminal) action intent on causing harm using the postal system is extremely rare and the Town Council is not considered to be an especially vulnerable target. Although there have been incidents in the UK since September 2001, which have been proven criminal hoaxes. Any incident, however, for the sake of the safety of staff, must be treated seriously.

### **WHAT TO DO IF YOU RECEIVE A SUSPICIOUS COMMUNICATION THROUGH THE POST**

The key advice is:

Your suspicions may be aroused particularly through a combination of the following conditions:

- the means of delivery is unexpected;
- the source of the communication is unknown to you or the source cannot be surmised;
- the addressing of the package is unusual;
- the package is discoloured/stained and/or gives off an unidentifiable smell;
- the package has excessive postage;
- there is excessive binding around the package; etc.

If a package is received that appears suspicious, if practicable place the suspect article in a bag or container that can be sealed and the call **101** for advice, if you remain concerned call 999.

### **WHAT TO DO IF PEOPLE HAVE BEEN POTENTIALLY CONTAMINATED**

If a package is leaking, has been opened and is found to contain a suspicious substance and people have been potentially contaminated by a powder or a liquid, again contact **101 999** and, if practicable, place the suspect article in a bag or container that can be sealed.

Close doors and windows and evacuate the immediate area in which the article has been handled. For staff within the Council Offices, Godalming you should assemble in the Pepperpot Meeting Room, but please note that it is critically important that all staff who have come into contact with the suspicious article should go to the evacuation area and remain in that area until otherwise advised, following receipt of advice from the emergency services.

Put some form of sign on the outside of the door into the evacuated area to ensure that other staff do not inadvertently enter what may be a contaminated area.

# RISK ASSESSMENT

<b>Location/Dept: Applicable to all areas and departments</b>						<b>Date Assessed: 06/10/2025</b>			<b>Assessed by: Sam Watts</b>			
<b>Task/Activity: Lone Working</b>												
			<b>Risk rating before implementing control measures</b>						<b>Risk rating after implementing control measures</b>			
<b>Hazard</b>	<b>Possible Harm</b>	<b>Persons at Risk</b>	<b>Likelihood (1-5)</b>	<b>Severity (1-5)</b>	<b>Risk/Priority</b>	<b>Controls Measures in Place</b>			<b>Likelihood (1-5)</b>	<b>Severity (1-5)</b>	<b>Risk/Priority</b>	<b>Additional Control Measures Required</b>
Physical and psychological health	Lack of immediate assistance on case of accident, illness or violence	Lone workers	2	5	10 MEDIUM	<p>Lone working is to be avoided if possible. Managers are to supply appropriate PPE and communication arrangements. The lone Worker is to inform their Line Manager on where they will be working and when they expect to return. The lone worker is to ensure that their Line Manager and Support Services Executive have their contact information. If the lone worker feels threatened, they are to immediately leave the area and get somewhere safe. Once safe, the Lone Worker can call for assistance. If the lone worker is involved in an accident, they are to call for assistance.</p>			1	5	5 LOW	Implement training for public facing staff to learn de-escalation techniques.
Physical and psychological health	Threat of violence or aggression from public	Lone workers	2	5	10 MEDIUM	<p>Lone working is to be avoided if possible. Managers are to supply appropriate PPE and communication arrangements. The lone worker is to inform their Line Manager on where they will be working and when they expect the return. The lone worker is to ensure that their Line Manager and Support Services Executive have their contact information. If a member of the public threatens a lone worker with violence, the lone worker should leave the area immediately and get somewhere safe. Once safe the Lone Worker can call for assistance. In less serious incidents, lone workers can de-escalate the situation by staying calm and professional, by using verbal de-escalation techniques, keeping a safe distance from the threat and calling for help before the situation deteriorates.</p>			1	5	5 LOW	Implement training for public facing staff to learn de-escalation techniques.

Musculoskeletal health	Slips, trip & falls	Lone workers	2	5	10 MEDIUM	Lone working is to be avoided if possible. Managers are to supply appropriate PPE and communication arrangements. All activities are to be assessed as to whether they should be undertaken alone. Keeping working areas clean and tidy. Eliminating trip hazards from working areas. All other risk assessments are to be observed, and control measures are to be followed.	1	5	5 LOW	N/A
Health, welfare and work environment	Medical emergency while alone	Lone workers	1	5	5 LOW	Lone working is to be avoided if possible. Managers are to supply appropriate PPE and communication arrangements. The lone worker is to inform their Line Manager on where they will be working and when they expect the return. All lone workers are to carry a mobile phone. Lone workers are to check in with Line Manager at agreed intervals. Lone workers are to seek assistance from colleagues or emergency services if they are experiencing a medical emergency.	1	5	5 LOW	N/A
Musculoskeletal health	Manual handling	Lone workers	2	4	8 MEDIUM	Lone working is to be avoided if possible. Managers are to supply appropriate PPE and communication arrangements. Lone working is to be avoided if possible. Managers are to supply appropriate PPE and communication arrangements. No lone workers are to undertake heavy lifting without a suitable lifting aid. Manual handling training is provided.	1	4	4 LOW	N/A
Fire	Outbreak of fire while alone	Lone workers	2	5	10 MEDIUM	The Lone worker is to inform their Line Manager on where they will be working and when they expect the return. All lone workers are to carry a mobile phone. Lone workers are to check in with Line Manager at agreed intervals. All fire detection systems and extinguishers are to be kept maintained and operational. Lone workers are to be aware of the escape routes, emergency assembly points and be ready to alert the fire brigade if necessary. Where possible, lone workers are to receive Fire Marshal training and be proficient in using fire extinguishers and fire blankets.	1	5	5 LOW	N/A

## Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
<b>LIKELIHOOD</b>	<b>5</b>	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH
	<b>4</b>	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
	<b>3</b>	3 LOW	6 MEDIUM	9 MEDIUM	12 HIGH	15 HIGH
	<b>2</b>	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
	<b>1</b>	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date

# RISK ASSESSMENT

<b>Location/Dept: Broadwater Youth Centre</b>						<b>Date Assessed: 27/01/2026</b>			<b>Assessed by: Hannah Raden</b>			
<b>Task/Activity: Lone Working</b>												
						<b>Risk rating before implementing control measures</b>			<b>Risk rating after implementing control measures</b>			
<b>Hazard</b>	<b>Possible Harm</b>	<b>Persons at Risk</b>	<b>Likelihood (1-5)</b>	<b>Severity (1-5)</b>	<b>Risk/Priority</b>	<b>Controls Measures in Place</b>			<b>Likelihood (1-5)</b>	<b>Severity (1-5)</b>	<b>Risk/Priority</b>	<b>Additional Control Measures Required</b>
Physical and psychological health	Lack of immediate assistance in case of accident, illness or violence	Lone workers	2	5	10 MEDIUM	<p>Lone working is to be avoided if possible. The lone Worker is to inform their Line Manager on where they will be working and when they expect to return, on a 'check in and check out,' basis preferably by text on arrival. The lone worker is to ensure that their Line Manager and Town Clerk have their contact information.</p> <p>If the lone worker feels threatened, they are to immediately leave the area and get somewhere safe. Once safe, the Lone Worker can call for assistance. If the lone worker is involved in an accident, they are to call their line manager for assistance or 999 in an emergency.</p>			1	5	5 LOW	Implement training for public facing staff to learn de-escalation techniques.

Physical and psychological health	Threat of violence or aggression from public or young people	Lone workers	2	5	10 MEDIUM	<p>Lone working is to be avoided if possible. The lone worker is to ensure that their Line Manager and Town Clerk have their contact information.</p> <p>Ensure the front door latch is always engaged and avoid answering the door to young people outside where possible if working alone. Avoid working alone with young people wherever possible.</p> <p>If leaving the centre, set the alarm, even if shortly returning. Use the main door for access.</p> <p>Keep the lights off at the entry to the building hallway to avoid young people or members of the public thinking that the centre is open and approachable.</p> <p>If young people are congregating in the car park and the lone worker has reason to believe that an incident may occur, they are to contact their line manager and ask for a second person to join them at the centre if possible. People they can contact include: Tom Manning, Jane Fitzsimmons, Andy Jeffreys, Sam Watts.</p> <p>If a member of the public threatens a lone worker with violence, the lone worker should leave the area immediately and get somewhere safe. Once safe the Lone Worker can call their line manager for assistance or 999 in an emergency.</p>	1	5	5 LOW	N/A
Musculoskeletal health	Slips, trip & falls	Lone workers	2	5	10 MEDIUM	<p>Lone working is to be avoided if possible. All tasks are to be assessed as to whether they should be undertaken alone with their own risk assessment in place.</p> <p>No working at height. Eliminating trip hazards from working areas by keeping working areas clean and tidy. This includes packing away items not in use and mopping up spillages. If a heavy or cumbersome item needs to be tidied away, then pausing this task until another person arrives to reassess the situation or aid the task. This could mean leaving the task to the next day or making an area out of bounds.</p> <p>All other risk assessments are to be observed, and control measures are to be followed.</p>	1	5	5 LOW	N/A
Health, welfare and work environment	Medical emergency while alone	Lone workers	1	5	5 LOW	<p>Lone working is to be avoided if possible. All lone workers are to carry a mobile phone. Lone workers are to check in with Line Manager at agreed intervals. Lone workers are to seek assistance from colleagues or emergency services if they are experiencing a medical emergency.</p>	1	5	5 LOW	N/A

Musculoskeletal health	Manual handling	Lone workers	2	4	8 MEDIUM	<p>Lone working is to be avoided if possible. No heavy lifting without a suitable lifting aid.</p> <p>If a heavy or cumbersome item needs to be tidied away, then pausing this task until another person arrives to reassess the situation or aid the task. This could mean leaving the task to the next day or making an area out of bounds.</p>	1	4	4 LOW	N/A
Fire	Outbreak of fire while alone	Lone workers	2	5	10 MEDIUM	<p>All lone workers are to carry a mobile phone.</p> <p>All fire detection systems and extinguishers are to be kept maintained and operational.</p> <p>Lone workers are to be aware of the escape routes, muster (fire assembly point) and be ready to alert the fire brigade if necessary.</p> <p>Where possible, lone workers are to receive adequate fire safety training.</p>	1	5	5 LOW	N/A
Inadvertent, Unforeseen, and Unintentional Solitary Youth Work	Threat of violence or aggression from young people	Lone workers	3	4	12 HIGH	<p>Workers are not to arrange to see young people outside of their working hours.</p> <p>Should staff see young people outside of their working hours they should maintain a level of politeness and look to close the conversation quickly, vacating the area away from the young people.</p> <p>If a situation of violence or threats of violence occur, the staff member should leave immediately and seek a safe place to shelter. They should proceed to call 999 and their next of kin.</p>	3	1	3 LOW	N/A

## Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
<b>LIKELIHOOD</b>	<b>5</b>	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH
	<b>4</b>	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
	<b>3</b>	3 LOW	6 MEDIUM	9 MEDIUM	12 HIGH	15 HIGH
	<b>2</b>	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
	<b>1</b>	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date

# RISK ASSESSMENT

**Location/Dept: Lone Working – Cemeteries, Community Buildings and Open Spaces – This Risk Assessment is to be used alongside the main Lone Working Risk Assessment. This Risk Assessment contains extra controls that are specific to working in cemeteries, community buildings and open spaces.**

**Date Assessed: 26/11/25  
Date of Next Assessment: 26/11/26**

**Assessed by: Sam Watts**

**Task/Activity:**

			Risk rating before implementing control measures			Risk rating after implementing control measures				
Issue	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Control Measures Required	
						Likelihood (1-5)	Severity (1-5)	Risk/Priority		
Physical and psychological health	Threat of aggression from public	Lone Workers	2	5	10 MEDIUM	Lone working is to be avoided if possible. Managers are to supply appropriate PPE and communication arrangements. The lone Worker is to inform their Line Manager on where they will be working and when they expect to return. When working in teams in cemeteries, community buildings or open spaces, if you do not have direct eyesight with your colleagues, you should consider yourself as a lone worker and follow all appropriate control measures.	1	5	5 LOW	Implement training for public facing staff to learn de-escalation techniques.

## Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
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4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
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RISK / PRIORITY INDICATOR MATRIX						
<b>LIKELIHOOD</b>	<b>5</b>	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH
	<b>4</b>	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
	<b>3</b>	3 LOW	6 MEDIUM	9 MEDIUM	12 HIGH	15 HIGH
	<b>2</b>	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
	<b>1</b>	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date

## RISK ASSESSMENT

<b>Location/Dept:</b> Godalming Museum – This Risk Assessment is to be used alongside the main Lone Working Risk Assessment. This Risk Assessment contains extra controls that are specific to the Godalming Museum.			Date Assessed: 26/11/25 Date of Next Assessment: 26/11/26			Assessed by: Sam Watts				
<b>Task/Activity:</b>										
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Issue	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Control Measures Required
Physical and psychological health	Threat of aggression from public	Lone Workers	2	5	10 MEDIUM	Lone working is to be avoided if possible. Managers are to supply appropriate PPE and communication arrangements. The lone Worker is to inform their Line Manager on where they will be working and when they expect to return. The lone worker is to ensure that their Line Manager and Support Services Executive have their contact information. If the lone worker feels threatened, they are to immediately leave the area and get somewhere safe. Once safe, the Lone Worker can call for assistance. If the lone worker is involved in an accident, they are to call for assistance.	1	5	5 LOW	In addition to existing control measures, all entrance doors to the museum are to be kept locked if you are working alone. All emergency exit doors can be easily and quickly opened in an emergency. Implement training for public facing staff to learn de-escalation techniques.
Health, welfare and work environment	Ensuring that GTC staff are aware that you are alone in the museum in case of an emergency	Lone Workers	2	5	10 MEDIUM	As the museum is attached to GTC Head Office, it is advised that you inform staff in the GTC Head Office that you have arrived, and when you leave. This is so that in the event of a fire, the fire brigade can be informed if the building has been fully evacuated.	1	5	5 LOW	N/A
Work Equipment	Rolling shelves in archive room can move without warning due to uneven floor.	All staff	3	2	6 MEDIUM	Due to the known issue with the rolling shelves, it is advised that staff do not use them when they are working alone in the museum. Door wedges are to be used to prevent the shelves from moving.	1	2	2 LOW	A permanent system to prevent the handles from rotating should be implemented.

## Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH
	4	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
	3	3 LOW	6 MEDIUM	9 MEDIUM	12 HIGH	15 HIGH
	2	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
	1	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date

# RISK ASSESSMENT

<b>Location/Dept:</b> GTC Head Office – This Risk Assessment is to be used alongside the main Lone Working Risk Assessment. This Risk Assessment contains extra controls that are specific to the GTC Head Office.			<b>Date Assessed:</b> 26/11/25 <b>Date of Next Assessment:</b> 26/11/26			<b>Assessed by:</b> Sam Watts						
<b>Task/Activity:</b>												
			Risk rating before implementing control measures			Risk rating after implementing control measures						
Issue	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Control Measures Required			
Physical and psychological health	Threat of aggression from public	Lone Workers	2	5	10 MEDIUM	<p>Lone working is to be avoided if possible. Managers are to supply appropriate PPE and communication arrangements. The lone Worker is to inform their Line Manager on where they will be working and when they expect to return. The lone worker is to ensure that their Line Manager and Support Services Executive have their contact information. If the lone worker feels threatened, they are to immediately leave the area and get somewhere safe. Once safe, the Lone Worker can call for assistance. If the lone worker is involved in an accident, they are to call for assistance.</p>			1	5	5 LOW	In addition to existing control measures, all entrance doors to the GTC Office are to be kept locked if you are working alone. All emergency exit doors are equipped with either a push bar or a thumb turn lock that can be easily and quickly. Implement training for public facing staff to learn de-escalation techniques.

## Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
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RISK / PRIORITY INDICATOR MATRIX						
<b>LIKELIHOOD</b>	<b>5</b>	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH
	<b>4</b>	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
	<b>3</b>	3 LOW	6 MEDIUM	9 MEDIUM	12 HIGH	15 HIGH
	<b>2</b>	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
	<b>1</b>	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

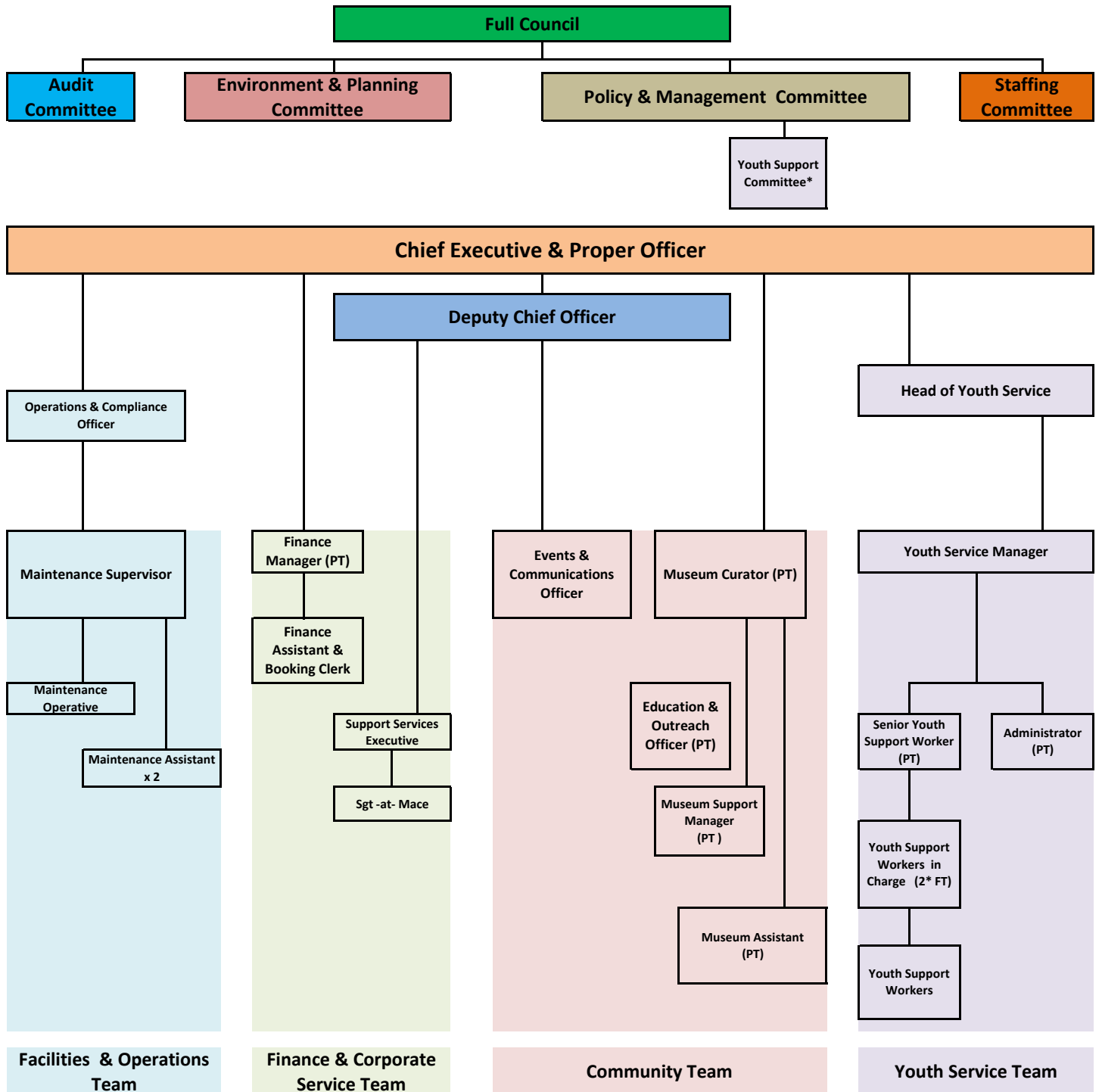
## Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

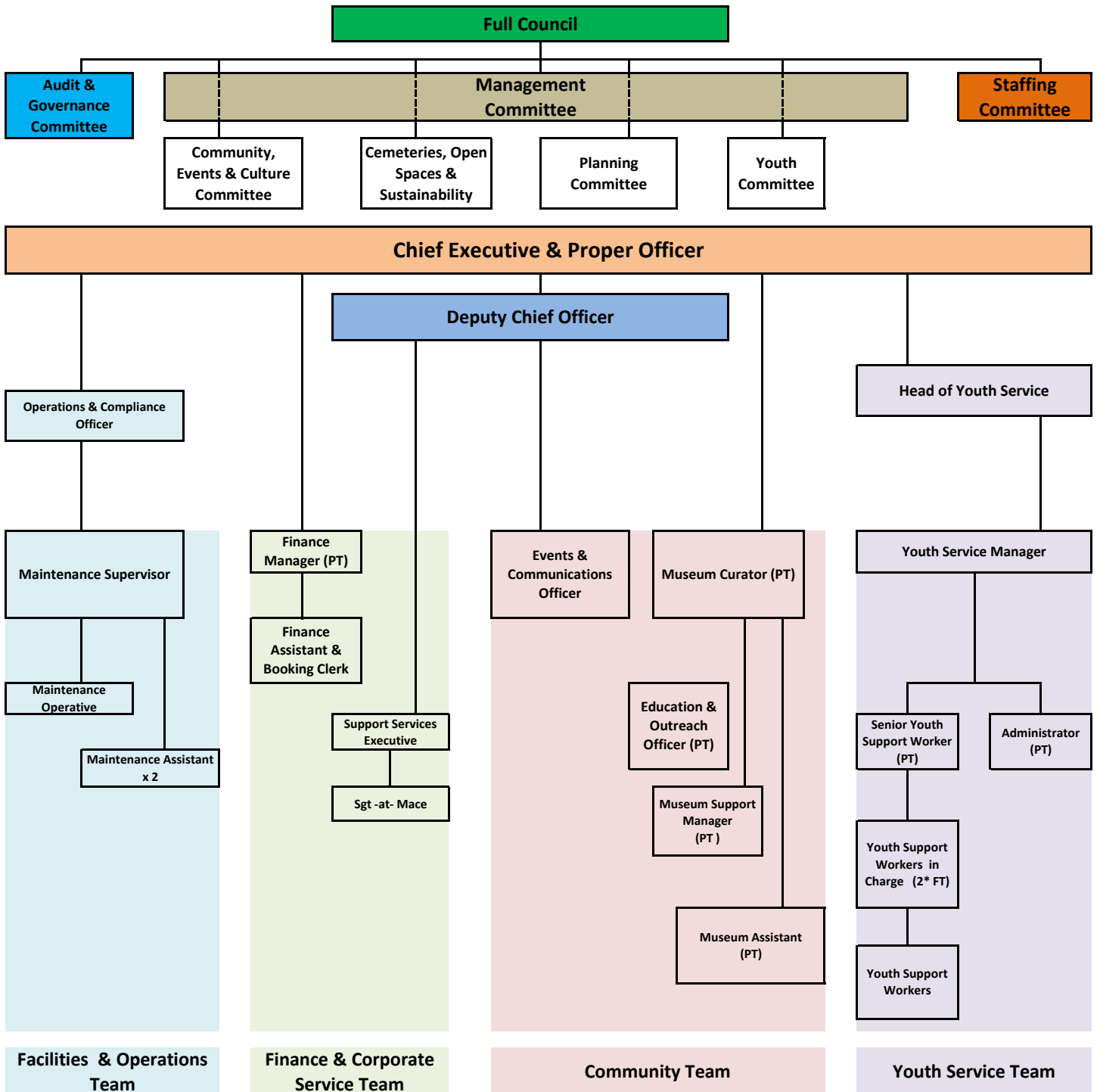
Employee Name (Print)	Employee Signature	Date

# Godalming Town Council - Organisational Chart - April 2026



\* An Advisory Committee of P&M Committee

Godalming Town Council - Organisational Chart - Proposed May 2026



## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a registerable interest (non-pecuniary interest)]<sup>3</sup> in the following matter:-

**COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.