COWES TOWN COUNCIL - RISK ASSESSMENT RECORD

Work area covered by assessment: CCTV cameras and recording system at The Cut public conveniences, Cowes.

Personnel involved: Deputy Town Clerk, Facilities and Town Manager

Non-employees affected: Members of the public

Assessor's name: Kate Scragg, Deputy Town Clerk

Date of assessment: 22 September 2025
Date of next review: September 2026

Item No	Hazards Identified	Risks Identified	Existing Precautions	Remedial Action	Priority for Remedial Action
1	Physical – Electric Shock	Electric shock from the equipment.	Equipment is installed by fully trained operatives. Electrical system is checked annually by qualified electrical inspector.	Regular checking of the equipment is undertaken by the Deputy Town Clerk or Facilities and Town Manager. Annual Service undertaken by Lifeline Alarms.	Low
2	Physical – Equipment falling	Physical injury from falling equipment.	Equipment is installed by fully trained operatives.	Regular checking of the equipment is undertaken by the Deputy Town Clerk or Facilities and Town Manager. Annual Service undertaken by Lifeline Alarms.	Low
3	Physical – Equipment failure	Failure of the system.	Equipment is installed by fully trained operatives.	Regular checking of the equipment is undertaken by the Deputy Town Clerk or Facilities and Town Manager. Annual Service undertaken by Lifeline Alarms.	Low

4	Data Protection/ Confidentiality	Data protection breach by recording of images.	Visible signage is displayed at the location showing that CCTV is in operation, along with the system contact details.	The Town Council's telephone number is clearly displayed on both ends of the building on signage relating to the CCTV system being in place.	Low
5	Data Protection/ Confidentiality	Data protection breach by recording of images.	Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	Recorded images are viewed in a restricted area by officers of the Town Council only.	Low
6	Data Protection/ Confidentiality	Data protection breach by recording of images.	Recording equipment is sited in a locked location, accessed by key holders only. Images from the CCTV cameras are securely stored with password authorisation required.	Recorded images are viewed in a restricted area by officers of the Town Council only.	Low
7	Data Protection/ Confidentiality	Data protection breach by recording of images.	Recorded images will normally only be retained for 30 days before being automatically overwritten. Footage requested by the proper authorities must be extracted within 30 days from the suspected incident.	Recorded images are viewed in a restricted area and are only accessed by officers of the Town Council when criminal activity is suspected, or as requested by the Police.	Low
8	Data Protection/ Confidentiality	Data protection breach by recording of images.	Recordings will only be released to the proper authorities (usually the police) for the prevention/detection of crime.	Recorded images are viewed and retrieved when requested by the proper authorities; the recordings are accessed by officers of the Town Council only when criminal activity is suspected, or as requested by the Police.	Low
9	Data Protection/ Confidentiality	Data protection breach by recording of images.	System is registered with the Information Commissioner's Office and reviewed annually.	An annual review will be undertaken and the ICO notified of any changes.	Low

10	Insurance	Insurance claim made by key holders, staff or members of the public in the event of personal injury.	Public liability cover is included the Town Council's insurance policy.	The Town Council's insurance policy has appropriate public liability cover.	Low

***Proper authority – usually the Police, for the purposes of identification and proof of criminal activity.**

Signed: K. Scragg Dated: 22 September 2025

Deputy Town Clerk - Cowes Town Council