

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 7th November 2024 at 7.00 pm

PRESENT: Councillors: J Brady, R Bullock (Deputy Chairman), J Dent, J Foster, S Gillies, M Griffiths, S Martin, L Mortimore, J Peggs (Chairman), B Samuels, P Samuels and B Stoyel.

ALSO PRESENT: 1 Member of the Public, Andy Rance Livewire, M Worth (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk).

APOLOGIES: R Bickford, S Lennox-Boyd, S Miller and D Yates, H Frank (Cornwall Council).

236/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman welcomed the public and press in attendance at this evening's meeting.

The Chairman informed those present of the actions required in the event of a fire or emergency.

237/24/25 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

238/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

239/24/25 TO WELCOME, LIVEWIRE TO GIVE A PRESENTATION ON FUNDING RECEIVED AND SERVICES PROVIDED IN SALTASH AND CONSIDER ANY ACTIONS.

The Chairman welcomed Andy Rance from Livewire who gave a presentation to Members on the funding received and services provided at the centre in Saltash.

Members thanked Andy and the volunteers for all their efforts in supporting and providing a unique mental health and wellbeing service to those in need in Saltash.

Andy welcomed Members to attend an evening session at Livewire to see what they do.

It was **RESOLVED** to note.

240/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3 OCTOBER 2024 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Full Town Council Meeting held on 3 October 2024 were confirmed as a true and correct record.

241/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on 10 October 2024;

It was **RESOLVED** to note the minutes. There were no recommendations.

b. Planning and Licensing held on 15 October 2024;

It was **RESOLVED** to note the minutes. There were no recommendations.

c. Joint Burial Board held on 29 October 2024;

It was **RESOLVED** to note the minutes. There were no recommendations.

d. Burial Authority held on 29 October 2024;

It was **RESOLVED** to note the minutes and consider the following recommendation:

RECOMMENDATION 1:

25/24/25 TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR SHARED FACILITIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members of the report from the Town Clerk and Draft Heads of Terms from Antony Estate as contained within the circulated reports pack.

The Town Clerk briefed Members on the report and advised that they are being asked if they wish to move forward in partnership with Antony Estate based on the Draft Heads of Terms as received within the circulated reports pack, before moving this forward to Full Town Council to be held on 7 November 2024 for approval.

Members received and discussed the reports regarding shared facilities at Churchtown Cemetery.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to be held on 7 November 2024;

1. To approve Antony Estate's Draft Heads of Terms, as attached, for a Licence for shared use of the car park at Churchtown Cemetery together with the Town Clerk's report;
2. That Antony Estate cover Saltash Town Council's legal costs.

It was proposed by Councillor Dent, seconded by Councillor Griffiths and **RESOLVED** to approve the above recommendation.

e. Personnel held on 31 October 2024.

It was **RESOLVED** to note the minutes and consider the following recommendations:

RECOMMENDATION 1:

45/24/25 TO RECEIVE THE NATIONAL JOINT COUNCIL SCALE INCREASE FOR THE YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to RECOMMEND to Full Council to be held on 7 November 2024 to accept and implement the pay award for the year 2024-25 as follows:

1. An increase of £1,290 on all NJC pay points up to point 43;
2. An increase of 2.5% for all scale points above 43;
3. To be back dated with effect from 1 April 2024;
4. To note the NJC scale increases for the year 2024-25 are above the latest Real Living Wage rate of £12.60 per hour.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation.

RECOMMENDATION 2:

49/24/25 TO RECEIVE THE DRAFT EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 7 November 2024 to approve and adopt the draft Employee Recognition Scheme.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to approve the above recommendation.

RECOMMENDATION 3:

53/24/25 TO RECEIVE A COLLABORATIVE FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of a collaborative flexible working request received and contained within the reports pack. The Town Clerk further briefed Members on the Flexible Working Regulations under the Employment Law Bill set by the previous government and the further updated Flexible Working Regulations under the new government to commence 1 April 2025.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the collaborative flexible working request for the Town Council Administration and Finance departments within the Terms of Reference for the Committee as follows:

1. Monday to Thursday 8am to 4pm on a rota basis, managed by the line managers;
2. Friday 9am to 4.30pm;
3. To note; the Town Council gains an additional one-hour support Monday to Thursday from 8am to 9am;
4. The Town Clerk to liaise with Human Resources Support Consultancy to ensure the correct employee documents are in place.

The above is subject to **RECOMMENDING** to Full Council to:

1. Approve the amended operational hours of the Town Council from 9am to 5pm to 8am to 5pm Monday to Thursday;
2. Approve the amended operational hours of the Town Council from 9am to 5pm to 9am to 4.30pm on Friday's only;
3. To note face-to-face operational hours remain the same Monday to Friday 10am to 1pm and 2pm to 4pm;
4. To commence at the earliest opportunity.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to approve the above recommendation.

242/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Town Vision held on 24 October 2024;

It was **RESOLVED** to note the minutes. There were no recommendations.

b. Property Maintenance held on 28 October 2024;

It was **RESOLVED** to note the minutes. There were no recommendations.

243/24/25 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

244/24/25 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Members discussed the crime figures contained within the circulated reports pack and agreed further clarification is required to enable Members to understand the figures and reporting categories for future meetings.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED:**

1. To note the October crime figures and report;
2. To confirm the Town Council would like to receive additional information for areas further afield, including Landulph, St Dominick, Landrake, Quethiock, Botus Fleming, St Mellion, Pillaton and St Germans, as a separate report to Saltash crime figures.

245/24/25 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

246/24/25 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to no meeting being held there was nothing to report. The next Community Area Partnership meeting is to be held on 3 December 2024.

247/24/25 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the reports included in the circulated reports pack and discussed the upcoming Cornwall Council domestic abuse 16 day campaign, which will feature an awareness event at CEPL12 on 10 December 2024. This event aims to highlight issues surrounding gender-based violence, domestic abuse and sexual violence.

Members were encouraged to attend the event and participate in the campaign's walk across the Tamar Bridge to show unity and support for the cause.

Members discussed concerns regarding the use of high risk synthetic drugs within the community and expressed interest in inviting the Drug and Alcohol Team to a future meeting.

It was proposed by Councillor Griffiths, seconded by Councillor Mortimore and **RESOLVED** to note the report and invite the Drug and Alcohol Team to a future meeting via Cllr Lennox-Boyd.

248/24/25 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to no meeting being held there was nothing to report. The next Saltash Chamber of Commerce meeting is to be held on 2 December 2024.

249/24/25 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Cornwall Councillor Worth provided a verbal report that included updates on negotiations with National Highways to establish a replacement taxi service for residents affected by the removal of bus stops during highway improvements at Notter Bridge.

Cornwall Councillor Worth also covered recent votes within the Cornwall Council Cabinet and highlighted the upcoming Cornwall Full Council meeting scheduled for Wednesday 13 November, where the budget for 2025-26 and 2025-2029 will be debated.

It was **RESOLVED** to note.

250/24/25 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided a brief overview on the report contained within the circulated reports pack.

It was **RESOLVED** to note.

251/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

252/24/25 **FINANCE:**

- a. To advise the receipts for September 2024;

It was **RESOLVED** to note.

- b. To advise the payments for September 2024;

It was **RESOLVED** to note.

- c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.

None.

- d. To note that bank reconciliations up to 30 September 2024 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

253/24/25 **TO RECEIVE A DRAFT STATEMENT ON DEVOLUTION FROM CENTRAL GOVERNMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members debated in length the statement on Devolution received from Central Government and the many complications of a devolution package or settlement, and the evident need for partnership and collaboration to progress future economic development.

During discussions Councillor Foster gave his apologies and left the meeting.

It was **RESOLVED** to note the draft statement on Devolution from Central Government for submission to Town and Parish Councils of Cornwall.

The Guildhall fire alarm was activated, those in attendance left the building.

The fire alarm was a test, all those in attendance returned to the meeting.

Councillor Martin left the meeting.

254/24/25 TO RECEIVE A DRAFT RISK ASSESSMENT FOR MEET YOUR COUNCILLOR EVENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk highlighted the draft Risk Assessment for the Meet Your Councillor events and Town Council stalls at events, requesting Members review the risks and controls to reduce the risk, and share any feedback or additional identified risks with the Service Delivery Manager as they work with the Risk Assessment.

Councillor Martin returned and joined the meeting.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED:**

1. To approve and adopt the Town Council Risk Assessment for Meet Your Councillors events and Town Council stalls at events, as attached;
2. That Councillors are to inform the Service Delivery Manager of any updates needed to the risk assessment as required;
3. To note the Service Delivery Manager will review the risk assessment annually unless informed otherwise to be received at future Town Council meetings;
4. To delegate to the Service Delivery Manager to contact Members not in attendance at this evening's meeting for their feedback and approval.

255/24/25 TO RECEIVE A REPORT ON BECOMING A COUNCILLOR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report detailing costs for appointing a videographer and associated costs for the delivery of a range of media to use in advertising and engaging those interested in becoming a Councillor at the elections in 2025.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to approve:

1. Appointing Company A at a cost of £2,750+vat allocated to budget code 6271 Election Costs;
2. Approve a 50% deposit paid upfront as per the Terms and Conditions of Company A;
3. A maximum spend of £100 for social media advertising allocated to budget code 6271 Election Costs;
4. Delegation to the Office Manager / Assistant to the Town Clerk to manage the project going forward.

Following a vote, the proposal did not carry.

It was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED** to note the report and request company A and B to provide their portfolios for further consideration by Members at 5 December 2024 Full Council meeting.

256/24/25 TO RECEIVE A HOUSING REPORT FROM LANTEGLOS BY FOWEY PARISH COUNCIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

257/24/25 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
- c. Applications for consideration:

PA24/07661

Mr Lucas Writer – **118 North Road Saltash PL12 6BQ**

Non material amendment in relation to Decision Notice PA21/05314 dated 24/02/22 – Minor relocation of the retaining wall on the East boundary due to the party wall agreement and the subsequent relocation of the plot 2 dwelling towards West, maintaining the building line.

Ward: Tamar

Date received: 25/10/24

Response date: 8/11/24

It was proposed by Councillor Gillies, seconded by Councillor Dent and resolved to **RECOMMEND APPROVAL.**

- d. Tree application:

PA24/07788

Mr Ken Miller – **Forder Villa Forder Saltash Cornwall PL12 4QR**

Works to trees in a conservation area (CA, works include The tree is in the stream at the bottom of the garden of Forder Villa. I wish to remove the tree.

Ward: Trematon

Date received: 15/10/24

Response date: 14/11/24

It was proposed by Councillor Stoyel, seconded by Councillor Brady and resolved to **RECOMMEND APPROVAL.**

258/24/25 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 9 NOVEMBER 2024 OUTSIDE SUPERDRUG, FORE STREET.

- a. The next scheduled meeting date Saturday 9 November 2024 outside Superdrug, Fore Street.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** for Councillors Bullock, Martin and Peggs to attend.

259/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

260/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

261/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

262/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to issue the following Press and Social Media releases:

1. Livewire Services in partnership with Livewire;
2. Meet Your Councillors;
3. Saltash Event highlighting issues surrounding gender-based violence, domestic abuse and sexual violence.

263/24/25 **DATE OF NEXT MEETING: 5 DECEMBER 2024 AT 7:00 P.M.**

Thursday 5 December 2024 at 7.00pm

264/24/25 **COMMON SEAL:**

It was **RESOLVED** to Move to Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8.33 pm

Signed: _____
Chairman

Dated: _____

Risk Assessment Form - This risk assessment consists of three sections

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Assessment Reference No.	BG/RA10/V1	Area or Activity Assessed	Meet Your Councillor's Event (Every Second Saturday of the month and Town Council stalls at town events)	Total no. of continuation sheets used:
Assessment Date	Oct 2024			6
Persons who may be affected by the activity (i.e., are at risk)	Council Members (including other staff unless stated otherwise), Public and Contractors			

SECTION 1: Hazard and Risk Controls

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
1.	General Hazards	<ul style="list-style-type: none"> This Risk Assessment should be read by each Council Member that attends the event Roles and responsibilities to be made clear to each attending member on the day of the event by discussions held prior to the start time. General H&S Policy and Procedures will apply to each attending member. All members should assess the working area for any potential hazards, trips, falls that may cause an accident. Members will be required to wear sensible footwear with good grip. Table, chairs and any other equipment must be placed on a level surface in a location where public can see them. Do not create a trip hazard with any equipment in a public space 	3	2	6				
2.	Violence and Aggression from the public and other high street users.	<ul style="list-style-type: none"> Do not engage in any confrontational behaviour with the public or other high street users. All members to record key information description of individuals, time, date and who is working at the event in a situation of any anti-social behaviour accruing and report directly to the Police and Chairman of the Town Council. 	4	2	8				

Minute Item 254/22

No	Hazard/Work Description	Existing controls in place to reduce risk (you must check that these controls are actually working)	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> • Guildhall to be informed if there is a change to the scheduled plan. • Mobile phones to be carried by all members wherever possible for use in an emergency. • Record any incident or ongoing problems that occur on the day. • Step away from the area as far as possible to defuse the situation. • Members awareness and judgement to be used. • Members to have confidence to leave when uncomfortable or to take the correct action appropriate. Call 999 • Code word to alert colleagues of a risky situation where assistance is required. (Glanville). 							
3.	Risk posed to the General Public	<ul style="list-style-type: none"> • All members to be aware of the working area to avoid creating trips, slips and fall hazards to colleagues, members of the public and other high street users. • Equipment and banner(s) to be securely erected to ensure safety. Any near misses or recommendations to improve the Meet Your Councillor's layout/setup to be reported to Service Delivery Department or the Town Clerk 	4	2	8				
4.	Meeting with general public	<ul style="list-style-type: none"> • Members should be able to recognise potentially confrontational customers and not engage. • When meeting with angry members of the public, if comfortable to take them to one side away from the working area. • Two members may be required for particularly problematic discussions. • If members feel threatened, they will remove themselves from the area asking the member of public to leave. • Police will be called if required (999). • Members need to be aware of risks posed by approaching dogs and not to stroke or bend down to them. This is to avoid injury. 	3	2	6				

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
5.	Welfare	<ul style="list-style-type: none"> There must be more than 1 member attending the monthly sessions for safeguarding purposes. Welfare facilities will be made available to members at the Guildhall. There are also public toilets available (Belle Vue/Alexandra Square). Regular breaks will be taken. Do not stand for long periods. A First Aid kit needs to be with the members during the event. 	3	2	6				
6.	Manual handling	<ul style="list-style-type: none"> Staff to follow safe manual handling procedures, and not to left heavy loads. Make the load smaller or use lifting aids such as stack trucks if required. Members should not be lifting and carrying any heavy equipment, boxes or tables. When setting up or dismantling the work area care should be taken to avoid bending and lifting. Our Service Delivery Team will help with the setting up, dismantling and transporting of equipment. 	4	2	8				
8.	Adverse weather conditions	<ul style="list-style-type: none"> Members will agree and contact the duty Service Delivery for assistance if they wish to stop the event during adverse weather conditions. Senior Managers will assess potential weather warnings and agree when services are suspended. 	2	2	5				
Name of Assessor(s)		I BOVIS	Signed <i>I Bovis</i>			Position	Service Delivery Manager	Review date	23/10/2024

I confirm that this risk assessment is an accurate reflection of the risks and controls in place and that the additional controls identified will be provided
YES

SECTION 2: ASSESSEMENT REVIEW RECORD

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If significant changes are made a new risk assessment form must be completed.

Date of review	Name of Reviewer	Signature	Comments	Next review date

SECTION 3: Tables

Severity

CATEGORY	Example – for guidance only	Score
INSIGNIFICANT	None or only insignificant injuries, health effects, damage or disruption to work.	1
MINOR	Minor injuries or health effects - cuts, bruises, mild skin irritation, mild aches and pains – requiring first aid only. Minor property damage or disruption to work.	2
MODERATE	More serious injuries or ill-health requiring time off work or a hospital visit, e.g., burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious	3

Probability

CATEGORY	Example – for guidance only	Score
VERY UNLIKELY	Good control measures are in place. Controls do not rely on a person using them (i.e., personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
UNLIKELY	Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.	2
POSSIBLE	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.	3

	property damage or disruption. Short-term stress-related absence.	
MAJOR	Broken limbs, amputations, long-term health problems or absence resulting from work. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work.	4
FATAL/ CATASTROPHIC	Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses.	5

LIKELY	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.	4
ALMOST CERTAIN	No controls in place. Exposure to the hazard is expected to occur in most circumstances.	5

RISK SCORE = Severity X Probability

Risk Level	Low (1-5)	Medium (6-10)	High (11-15)	Very High (16-25)
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