

LYDD TOWN COUNCIL

RISK MANAGEMENT DOCUMENT 2025-26

TOWN CLERK
Angela Alexander

ITEM	RISKS IDENTIFIED	LEVEL	MANAGEMENT MEASURES
THE RYPE	Injury to persons using the area	Low	Public Liability Insurance Regular checks by Caretaker Annual independent inspection by RoSPA
	Damage to trees, benches, surface and condition of the Rype, football pitches, bins and play equipment No items to be attached to trees Dogs on play area Risk to children under 5s using play area	Medium	Inspection by Caretaker Repair work by contractor if required. RoSPA annual inspection Trees inspected annually by Invicta Arboricultural No dogs on play area by order – signage in place Fencing around under 5s area following RoSPA advice
	Damage by users e.g. Lydd Club Day, residents' vehicles, visitors parking	Medium	Regular check by caretaker and maintenance by contractors if required. Claim on users' insurance. Vandalism to be reported to Police Event organisers to be responsible for removal of any litter and rubbish resulting from their event or activity. No parking to be allowed except around the boundary edge No driving of vehicles on the Rype Legal advice regarding usage of Rype underway Terms of use document to be provided
	Risk of occupation by Travellers	Medium	To be monitored by the Town Mayor, Councillors and Caretaker To be reported to the Police at the earliest opportunity (by the Mayor or Councillors if out of office hours – Councillors to contact the Mayor if aware of a problem). Folkestone and Hythe District Council to be informed.
THE BANKS	Injury to persons using area.	Low	Public Liability Insurance Regular checks by Caretaker Reporting of risk by BSSC
	Risk of damage to vehicles parking in car park	Low	Vehicles parked at owner's risk.
	Damage by users		Regular check by Caretaker and maintenance by contractors if required. Claim on users' insurance

	Risk of occupation by Travellers	Medium	To be monitored by the Town Mayor and Councillors. To be reported to the Police at the earliest opportunity (by the Mayor or Councillors if out of office hours – Councillors to contact the Mayor if aware of a problem)
	Lighting of beacon events	Medium	Beacon to be filled with wood by contractor using high level equipment Water available at point of lighting beacon Fire Brigade made aware
	Use of tennis courts	Low	Tennis courts are kept locked and access only by keypad once booking paid for online Area to be regularly inspected by caretaker Maintenance by contractors
GUILD HALL	Injury to persons visiting and working in the Guild Hall	Low	Regular inspections of building Public liability and Employers liability insurance H&S guidance to cleaner for slips/trips/falls etc when cleaning. Use of wet floor signs Annual maintenance of Alarm system (including fire) Annual maintenance of stair lift Annual inspection of fire extinguishers Now that repairs and renovation have been carried out and building is of a usable standard to ensure that this is assessed annually and a maintenance programme be put in place where necessary.
	Risk of Fire – general	Medium	Fire Risk Assessment carried out of offices, Chamber, Parlour, reception, kitchen, staff room and ambulance response post.
	Risk of Fire – Council chamber	Medium	A fire at the base of the external fire exit would compromise escape and the ground floor corridor leaving the only exit the double doors to the street that open inwards. The capacity for the Chamber for all types of events is 60 persons maximum. Access to be controlled and limited to a maximum of 60 people at any time which includes councillors, staff

	Security of the building	Medium	<p>members and visitors</p> <p>Access to the Guild Hall for collecting of Mayoral robes and chains to be by the Town Sergeant if outside office working hours. No keys or alarm codes to be issued to other users including Mayor and councillors. Town Sergeant to have responsibility for access to the Guild Hall when Town Clerk or office staff not on duty.</p> <p>Doors to the building to be kept locked apart from reception via the single door during opening hours. Middle door into the building to be kept locked unless opened to allow access to a Councillor, member of the public, or supplier of contractor for a meeting in the Parlour or Chamber.</p> <p>Access to a contractor who has been appointed to carry out work to the Guild Hall. They should be briefed on security of the building.</p> <p>Double doors to be opened to allow access to Councillors and members of the public for meetings and functions.</p> <p>Doors to the outside to be closed 5 minutes prior to the start of a meeting. Town Sergeant on hand for security of double doors during functions in the Chamber.</p> <p>Egress is still possible due to Yale from double doors or via fire exit from Chamber.</p> <p>Inside door to be kept open to allow access to toilets when Town Sergeant is in attendance at events or whilst staff are working downstairs. Door to be kept locked at other times.</p> <p>Hirers of the Meeting rooms to complete hiring form and be briefed on building security.</p> <p>All employees, councillors and visitors to the Guild Hall to sign in and out of the building.</p> <p>All staff have been briefed on security of the building and car park.</p> <p>Town Sergeant, caretaker and 1 other on call with alarm</p>
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	Alarm – burglary or fire and activated during power cuts	Low	company and will receive phone call to respond as key holder in emergency and reset alarm or inform emergency services.
MANOR ROAD PAVILION	Injury to persons using the Pavilion	Low	Public Liability Insurance Agreement in place with Lydd Town FC covering use of Pavilion -football teams to have own insurance cover. Annual inspection
	Risk of Fire	Low	No cooking equipment installed on premises. No portable cooking appliances to be brought to the Pavilion No barbeques to be brought to or used at the Pavilion No combustible or flammable materials to be kept on premises. Annual service of fire extinguishers Fire Risk Assessment Fire extinguishers checked annually
	Risk of theft	Medium	Hirers of the Pavilion and other users to be responsible for their own belongings. No claim for loss on LTC insurance
	Unauthorised use by key holders and damage to Pavilion by users.	Low	Lydd Town Council has agreement with Lydd Town Football Club covering terms of use of building
BANKS PAVILION and CONTAINER	Risk of damage or fire	Medium	Pavilion Building and metal container on LTC Asset register and covered by LTC insurance, Regular checks by Caretaker
	Risk of theft	Medium	Interior of building responsibility of BSSC and covered by their insurance
	Use of toilets by school during tennis	Low	During the use of the tennis courts by Lydd Primary School the Pavilion is opened by the Mayor who remains at the Pavilion to provide access to the toilets by the school

			pupils ONLY. The Mayor is responsible for setting the alarm and locking the building after use.
MANOR ROAD GARAGES	Injury to employee using garages Risk of theft Garage loaned for use to Lydd Club Day for storage of their property		COSHH assessments Council accident insurance cover. Caretaker to ensure security of garage used by Council at all times Lydd Club Day to have responsibility for their own belongings and good order of the garage whilst in their use.
MEMORIAL GARDEN AND CROSS OF REMEMBRANCE	Injury to persons using the Memorial Gardens Dog fouling Yew Hedge and Lime Trees	Low	Public liability insurance Regular checks by caretaker Pathway replaced to manage trip hazards No dogs and No ball games signs Annual inspection and report by Invicta Arboricultural on the health and safety and vitality of the lime trees and yew hedge. Contractor to be provided with inspection report and out hedge and pollard trees in accordance with the report
ROBES/CHAINS ETC	Risk of theft or damage	Low	Stored in Guild Hall safe when not in use or kept in possession of the Mayor in a suitable safe for short periods only. Insurance cover states to be stored in a safe if not in his/her use and not to be out of Mayor's possession if travelling. Town Sergeant to know whereabouts of Mayoral Chains at all times Recent repair of Mayoral robes.
ARTWORKS ETC	Risk of theft or damage	Medium	Covered by insurance. Building locked and alarmed when not in use. Additional sensors installed in Chamber
EMPLOYEES	Attack / injury by third party	Low	Council Personal Accident Insurance Policy
	Injury in course of work	Medium	Council Personal Accident Insurance
	Sued for libel or slander	Low	Insurance cover by council

	Legal liability for negligent act or accidental error or omission.	Low	Training. Support and guidance from associations i.e. NALC, KALC. Council insurance cover
	Working alone in building or outside– risk of attack, illness, injury, physical or verbal abuse.	Low	Lone Working – updated at January 2022 Personnel Committee. Lone working no longer necessary now that Office staff are able to work from home since Covid as equipment provided to enable home working. Two members of staff at all times when the Guild Hall is 'open to public.' A 'No Visitors' rule after closing hours All Appointments noted in diary. Visitors only seen during opening hours. Caretaker to report to Town Clerk or delegated person at beginning and end of shift
	Safety during meeting with Councillors or visitors	Low	Members of staff may request to be accompanied at a meeting with a Councillor or member of the public. Members of staff may leave a meeting where they are made to feel uncomfortable or threatened. To note that the term Visitors includes the Mayor and other Councillors. Members of staff to report abusive behaviour to Town Clerk. Town Clerk to report such behaviour to the Personnel Committee
	Working at an evening meeting when no staff members on duty downstairs	Medium	Refer to building security Chairman of meeting or senior councillor to remain until staff have vacated and locked the building
	Health and Safety	Low	Members of staff issued with Health and Safety guidance and risk assessments for tasks.