

# LYDD TOWN COUNCIL

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## RISK MANAGEMENT DOCUMENT 2025-26

TOWN CLERK  
Angela Alexander

31<sup>st</sup> March 2025

ITEM	RISKS IDENTIFIED	LEVEL	MANAGEMENT MEASURES
<b>THE RYPE</b>	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.
<b>THE BANKS</b>	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

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	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
<b>GUILD HALL</b>	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

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	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.
<b>MANOR ROAD PAVILION</b>	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
<b>BANKS PAVILION and CONTAINER</b>	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

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<b>MANOR ROAD GARAGES</b>	Injury to employee using garages		pupils ONLY. The Mayor is responsible for setting the alarm and locking the building after use.
	Risk of theft		COSHH assessments Council accident insurance cover.
	Garage loaned for use to Lydd Club Day for storage of their property		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.
<b>MEMORIAL GARDEN AND CROSS OF REMEMBRANCE</b>	Injury to persons using the Memorial Gardens	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.
	Dog fouling Yew Hedge and Lime Trees		Contractor to be provided with inspection report and cut hedge and pollard trees in accordance with the report 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.
<b>ROBES/CHAINS ETC</b>	Risk of theft or damage	Low	
<b>ARTWORKS ETC</b>	Risk of theft or damage	Medium	Covered by Insurance. Building locked and alarmed when not in use. Additional sensors installed in Chamber
<b>EMPLOYEES</b>	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

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

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	Employee Rights of Employment	Medium	Following a recommendation from the Internal Auditor reported to Councillors at the August 2020 Zoom meeting regarding the legal responsibility of the Council to the employees it was Resolved that the Council must maintain a personnel Committee with appropriate councillors as the dissolution of the Personnel Committee had broken staff contracts and employment rights. An effective personnel committee with appropriate membership is now in place and there is continued working by those members to regain the trust of employees and to ensure that contracts of employment are honoured. This includes a review of schedule of meetings to ensure this is achievable within the contracted hours of staff employed. Workload is reviewed to aim to work towards staff to be able to take their holiday entitlement which has not been achievable previously.
<b>DOG FOULING PLAY AREA</b>	Unpleasant and risk to health in public and recreational areas	Medium	Dog Exclusion on Rype play area Fencing now installed around under 5s play area.
<b>MONEY &amp; FINANCIAL PROCEDURES</b>	Risk of loss of cash	Low	Allotment payments kept in locked drawer – banked promptly.
	Loss of cheques (including theft)	Low	All funds held in regular bank accounts. Two elected councillors sign cheques for payment against invoices
	Loss of funds		Proper accounting practices and controls – Financial Regulations adopted. Annual internal audit by independent auditor Annual external audit. Council working towards online banking and a protocol for approval of online payments to be introduced.
<b>KEYS</b>	Fraud or dishonesty of employees or members	Low	Fidelity Insurance cover Councillors review and approve payments.
	Risk of keys being taken or lost or unauthorised access	Low	Keys kept in locked key safe. Key to key cupboard limited to Town Clerk and Assistant Town Clerk only. Keys taken

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<b>LAPTOPS</b>	Risk of loss of laptop and data Most risk to Finance laptop which has HMRC RTI information – this is the only laptop with this data and risk to non-payment of salaries if lost or damaged	High	out of the building to be signed for. Finance laptop to be kept in locked drawer when not in use. No eating or drinking at desks. Laptops for home working to be kept out of sight of windows and unlocked doors.
<b>NOTICE BOARDS</b>	Damage by vandalism	Medium	Insured but excess level may determine claim
<b>BENCHES/ SEATS</b>	Risk of damage by vandalism	Medium	Insurance cover. To be regularly checked by handyperson Renovation by Handyperson if required Replacement when necessary
<b>VILLAGE SIGNS</b>	Risk of damage by accident or vandalism	Medium	Periodic check by handyperson Cleaning and Maintenance to be carried out by handyman Professional refurbishment as required
<b>STAIR LIFT AT GUILD HALL</b>	Breakdown in use Failure due to power cut	Low Low	Annual service agreement in place Signage to inform users New stairlift with battery back-up installed
<b>DEFIBRILATORS 1 X TOWN 1 X COAST 1 X BANKS</b>	Failure to work Vandalism	Low Medium	Regular Inspection by appointed contractor Replacement parts and service after use Inspections and servicing by appointed contractor (Hopkins) Ambulance Service made aware of any interruption to availability
<b>CONTRACTORS</b>	Injury to self Injury to another person Damage to property	Low Low Low	Contractors own insurance cover. Contractors own insurance cover. Contractors own insurance cover
<b>COUNCILLORS</b>	Injury to self- whilst on council business Legal liability for negligent act or accidental error or omission	Low Low	Council Personal Accident Insurance Council insurance cover No councillor shall issue orders, instructions or directions in accordance with NALC Model Standing Orders. remind

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	Acting without authorisation	Low	Councillors issued with guidance to their limitations Disclaimers on footer of emails.
	Risk of data loss/ breach by Councillors	Medium	Councillors to ensure that they do not share email addresses and/or passwords with others. Councillors have been issued with Lydd Town Council I Pads and email addresses. I Pads remain the property of the Town Council and may be remotely wiped if necessary. Councillors to dispose of paper records in accordance with the Council's policy Under the Code of Conduct Councillors must not disclose confidential information. All breaches to be reported to the Town Clerk immediately who will then inform our Data Protection Officer and the ICO
	Risk of data loss/breach by staff	Low	All staff reminded of being alert to suspect emails Any emails, email addresses or attachments which look suspicious are not opened and are referred to IT provider No information to be transferred to a memory stick. HMRC RTI information backed up to the server Professional anti-virus installed on all desktop computers and laptops. Data handled in accordance with GDPR
<b>DEEDS/ MINUTE BOOKS / INFORMATION</b>	Loss by theft Loss or damage by fire or flood	Low Low	Kept in locked fire proof safe Building has smoke alarms.
	Risk of theft	Low	Building locked and alarmed when empty. Insurance cover.
	Risk of access / sabotage to information by unauthorised person	Medium	Building locked when empty. Password required for access to computer data. Anti-virus software in place. However, Cyber-attacks are becoming more frequent across all users. Staff advised not to open suspicious emails or click on links they are unsure of.
	Risk of data loss	Low	I Cloud storage back up via Infini. Computer backup goes to a Cloud backup server (Backup
<b>COMPUTER AND ASSOCIATED EQUIPMENT</b>			

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GENERAL PROTECTION LEGISLATION AND INFORMATION MANAGEMENT AND STORAGE	DATA		Exec) over a 256Bit encrypted VPN tunnel and is stored on this server, the Data is encrypted at point of backup via Blowfish Encryption so at no point apart from backup or restore is the data unencrypted, it is replicated on a second server in the cloud to ensure Redundancy the second server receiving the data already encrypted. Only the Company Director of our IT provider and his Solicitor (Frederic Hall) have access to this. They hold the Infini Ltd Disaster recovery plan and Encrypted Sensitive Data.
	Risk of access / sabotage to information by unauthorised person  Risk of data loss Risk of fines	Low  Medium	<p>The Council has appointed a Data Protection Officer, Satswana who has the expertise and insurance to deal with GDPR matters and FOI on behalf of the Council. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.</p> <p>The Council shall have a written policy in place for responding to and managing a personal data breach. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.</p> <p>The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.</p> <p>The Council shall maintain a written record of its processing activities</p> <p>The Council shall have in place technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.</p> <p>The Council shall have in place policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The</p>

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		<p>Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).</p> <p>The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.</p> <p>Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.</p> <p>Paper records/files shall be kept in locked storage area and all confidential paper records/files kept behind two locked doors.</p> <p>Keypad locks will be installed on office doors to prevent access where a data breach may occur.</p> <p>Councillors and visitors not to have access to staff only areas.</p>
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