

LYDD TOWN COUNCIL

RISK MANAGEMENT DOCUMENT 2025-26

TOWN CLERK
Angela Alexander

31st March 2025
Reviewed August 2025
Adopted Council 8th September 2025

THE RYPE	ITEM	RISKS IDENTIFIED	LEVEL	MANAGEMENT MEASURES
		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
		Buried Surfaces Damage by users e.g., Lydd Club Day and other event organisers, erection of Marquees and any other item requiring securing to the ground due to buried services on the Rype. Residents' vehicles, visitors parking	Medium	An exclusion zone of 12 metres from the line of Manor Road into the Rype is to be observed before the erection of Marquees or any other structure which requires securing to the ground. Hirers and event organisers to refer to the buried services maps contained in the policy covering use of the Rype. Event organisers to be responsible for checking for buried services prior to penetrating the surface of the Rype. Public Liability Insurance to be provided by event organisers for the event and all aspects relating to the event. Risk Assessments provided by event organisers to include caution around buried services if penetrating the ground during use. Claim on users' insurance if necessary. 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 Regular check by caretaker and maintenance by contractors if required.

	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 wet floor signs Annual maintenance of Alarm system (including fire) Annual maintenance of stair lift Annual inspection of fire extinguishers

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	Risk of Fire – general	Medium	Now that repairs and renovation have been conducted and building is of a usable standard to ensure that this is assessed annually and a maintenance programme be put in place where necessary. Fire Risk Assessment conducted 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 sixty persons maximum. Access to be controlled and limited to a maximum of sixty people at any time which includes councillors, staff members, and visitors.
	Security of the building	Medium	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. 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. Access to a contractor who has been appointed to carry out work to the Guild Hall. They must be briefed on security of the building. Double doors to be opened to allow access to Councillors and members of the public for meetings and functions.

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	Alarm – burglary or fire and activated during power cuts.	Low	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. Egress is still possible due to Yale from double doors or via fire exit from Chamber. Inside door to be kept open to allow access to toilets when Town Sergeant attends events or whilst staff are working downstairs. Door to be kept locked at other times. Hirers of the Meeting rooms to complete hiring form and be briefed on building security. All employees, councillors, and visitors to the Guild Hall to sign in and out of the building. All staff have been briefed on security of the building and car park. Town Sergeant, caretaker, and one other on call with alarm 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

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	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 Use of toilets by school during tennis	Medium Low	Interior of building responsibility of BSSC and covered by their insurance 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.	Medium	COSH assessments Council accident insurance cover.
	Risk of theft	Medium	Caretaker to ensure security of garage used by Council and its contents.
	Garage loaned for use to Lydd Club Day for storage of their property at no rent payable		Lydd Club Day are responsible for their own belongings and good order of the garage whilst in their use including cost of repairs.
MEMORIAL GARDEN AND CROSS OF REMEMBRANCE	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

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			hedge and pollard trees in accordance with the report
REGALIA/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 locked 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 always know whereabouts of Mayoral Chains. Recent repair of Mayoral robes. Cessation of attaching new links to the Mayoral chain as this was causing weakening of the existing links attaching the shields at the advice of the jeweller.
ARTWORKS ETC	Risk of theft or damage	Medium	Covered by Insurance. Building locked and alarmed when not in use. Additional sensors installed in Chamber Council Personal Accident Insurance Policy
EMPLOYEES	Attack / injury by third party	Low	Council Personal Accident Insurance
	Injury in course of work	Medium	Insurance cover by council
	Sued for libel or slander	Low	Training. Support and guidance from associations i.e. NALC, KALC. Council insurance cover
	Legal liability for negligent act or accidental error or omission.	Low	Lone Working – updated at January 2022 Personnel Committee. Lone working no longer necessary now that Office staff can work from home since Covid as equipment provided to enable home working.
	Working alone in building or outside—risk of attack, illness, injury, physical or verbal abuse.	Low	Two members of staff always 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

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			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 Chairperson of meeting or senior councillor to remain until staff have vacated and locked the building.	
General building security during meetings	Medium	Door to be locked 5 minutes before start of meeting. Door to be checked following a vote to exclude press and public from a meeting to ensure all members of public have left the building and both doors are properly locked.	
Health and Safety	Low	Members of staff issued with Health and Safety guidance and risk assessments for tasks.	
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	

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			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.
DOG FOULING PLAY AREA	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.
MONEY & FINANCIAL PROCEDURES	Risk of loss of cash Loss of cheques (including theft)	Medium	Allotment payments kept in locked drawer – banked promptly. Band Concert takings (mostly cash) to be banked promptly and due to considerable sum taken in one instance the cash is stored in the Guild Hall safe immediately after the concert finishes until counted during office opening hours. Then banked promptly
	Loss of funds	Low	All funds held in regular bank accounts. Two elected councillors sign cheques for payment against invoices if payment by cheque is required. New bank account open July 2025 with facilities for online banking. Approved Protocol and procedure for online payments adopted by Council.
	Fraud or dishonesty of employees or members	Low	Proper accounting practices and controls – Financial Regulations adopted. Annual internal audit by independent auditor Annual external audit. Fidelity Insurance cover Councillors review and approve payments.
KEYS	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 out of the building to be signed for.

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	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	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.
NOTICE BOARDS	Damage by vandalism	Medium	Insured but excess level may determine claim.
BENCHES/ SEATS	Risk of damage by vandalism	Medium	Insurance cover. To be regularly checked by handyperson Renovation by Handyperson if required. Replacement when necessary
VILLAGE SIGNS	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
STAIR LIFT AT GUILD HALL	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
DEFIBRILATORS 1 X TOWN 1 X COAST 1 x BANKS	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
CONTRACTORS	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.
COUNCILLORS	Injury to self- whilst on council business Legal liability for negligent act or accidental error or omission Acting without authorisation Risk of data loss/ breach by Councillors	Low 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 Councillors issued with guidance to their limitations. Disclaimers on footer of emails.

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			Councillors to ensure that they do not share email addresses and/or passwords with others. Councillors have been issued with Lydd Town Council iPads and email addresses. iPads 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	Medium	Councillors are not permitted to use their Council issued iPad or other device for social media. Councillors must not use their council or title on social media so as not to give the impression they have the mandate to speak on behalf of the Council.
	Social Media/Reputational damage	Medium			
DEEDS/ MINUTE BOOKS / INFORMATION	Loss by theft Loss or damage by fire or flood	Low Low	Kept in locked fireproof safe. Building has smoke alarms.		
COMPUTERS, LAPTOPS, IPADS AND ASSOCIATED IT EQUIPMENT	Risk of theft of desktop equipment Risk of theft of Laptops for home working and Councillors iPads System Access and Cyber Security Risk of access / sabotage to information by unauthorised person	Low Medium Medium	Building locked and alarmed when empty. Insurance cover in place Devices to be kept in locked cabinet or drawer to be used for Council business only, no personal use or to be used in recreational setting. 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. Cyber security insurance in place with current insurers August 2025 and Councillors to note that this should be continued when insurance renewed.		

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	Councillor iPad accounts shared account risk or use by others.	Medium	All Councillor iPads are currently registered under a single separate Apple ID. This presents a potential risk of exposure of autofill passwords and other shared data via Safari. This risk has been reduced by disabling Safari/autofill and locking the settings via Screen Time controls. Councillors are reminded not to use the Council iPad for personal use or to share with others for their use. Banking security for authorised signatories for approval of payments for online banking. The 4 iPads with bank signatory access have been separated onto individual Apple ID accounts. This ensures that no confidential banking information and be exposed or shared across devices. Best practice moving forward each councillor will be issued with their own Apple ID account ensuring data separation and minimising risk of accidental cross-access. The residual risk will remain Medium until separation of Apple IDs is fully implemented and Low once work completed.
	Risk of data loss – Data backup and recovery	Low	Daily I Cloud storage back up managed via Infini Ltd Dedicated Cloud backup system (Backup Exec) in place, operating over a 256-bit encrypted CPN tunnel. Data is encrypted at point of backup using Blowfish Encryption and remains encrypted at all times except during backup/restore. Data is replicated to a secondary cloud server; the second server receives only pre-encrypted data. Disaster recovery plan is held by Ifini Ltd, with encrypted sensitive data access restricted solely to the Company Director of Ifini Ltd and his solicitor, Frederic Hall. Computer backup goes to a Cloud backup server (Backup Exec) over a 256Bit encrypted VPN tunnel and is stored on this server, the Data is encrypted at point of backup via

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			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.
GENERAL DATA PROTECTION LEGISLATION AND INFORMATION MANAGEMENT AND STORAGE	Risk of access / sabotage to information by unauthorised person	Low	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. 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. 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. The Council shall maintain a written record of its processing activities. 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. 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
	Risk of data loss Risk of fines	Medium	

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			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). 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. Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification. Paper records/files shall be kept in locked storage area and all confidential paper records/files kept behind two locked doors. Keypad locks will be installed on office doors to prevent access where a data breach may occur. Councillors and visitors not to have access to staff only areas.
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