

# LYDD TOWN COUNCIL

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## RISK MANAGEMENT DOCUMENT 2018-19

TOWN CLERK Angela Alexander

MAY 2018

ITEM	RISKS IDENTIFIED	LEVEL	MANAGEMENT MEASURES
<b>THE RYPE</b>	Injury to persons using the area	Low	Public Liability Insurance Regular checks by Handyperson. Annual inspection by Amenities Committee
	Damage to trees, benches and play equipment	Low	Inspection by handyperson Repair work by handyperson or contractor if required. Annual inspection by Amenities Committee RoSPA annual inspection
	Damage by users e.g. Lydd Club Day, Circus, Footballers, other users	Medium	Regular check by handyperson and maintenance by contractors if required. Claim on users insurance.
	Risk of occupation by Travellers	Medium	To be monitored by the Town Mayor and Chairman of Amenities. To be reported to the Police at the earliest opportunity (by the Mayor or Chairman of Amenities if out of office hours – Councillors to contact the Mayor if aware of a problem)
<b>THE BANKS</b>	Injury to persons using area.	Low	Public Liability Insurance Regular checks by Handyperson Annual inspection by Amenities Committee 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 handyperson and maintenance by contractors if required. Claim on users insurance
	Risk of occupation by Travellers	Medium	To be monitored by the Town Mayor and Chairman of Amenities. To be reported to the Police at the earliest opportunity (by the Mayor or Chairman of Amenities if out of office hours – Councillors to contact the Mayor if aware of a problem)

<b>GUILD HALL</b>	Injury to persons visiting and working in the Guild Hall	Low	<p>Regular inspections of building</p> <p>Public liability and Employers liability insurance</p> <p>H&amp;S guidance to cleaner for slips/trips/falls etc when cleaning. Use of wet floor signs</p> <p>Annual maintenance of Alarm system (including fire)</p> <p>Annual maintenance of stair lift</p> <p>Annual inspection of fire extinguishers</p> <p>Now that repairs and renovation have been carried out and building is of a usable standard to ensure that this is assessed annually by the Amenities Committee and a maintainnace programme be put in place.</p> <p>N.B. Windows are now of fit standard to be professionally cleaned at height.</p>
	Security of the building	Medium	<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. 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.</p> <p>Hirers of the Meeting rooms to be briefed on building security.</p>
	Alarm – burglary or fire and activated during power cuts	Low	<p>Town Mayor on call with alarm company and will receive phone call to respond as key holder in emergency and reset alarm or inform emergency services.</p>

<b>MANOR ROAD PAVILION</b>	Injury to persons using the Pavilion	Low	Public Liability Insurance Regular checks by Handyperson. Terms of use set out in hire agreement and football teams to have own insurance cover.
	Risk of Fire	Low	Annual inspection by Amenities Committee No cooking equipment on premises. No combustible or flammable materials to be kept on premises.
	Risk of theft	Medium	Annual service of fire extinguishers Any equipment belonging to users to be removed after using. LTC football goals insured. Padlock to be in place at all times when not in use. No hirers to be given key to padlock
	Unauthorised use by key holders and damage to Pavilion by users.	Medium	Padlock in place as well as key lock. Padlock key held by The Mayor (OR Deputy Mayor) who unlocks on arrival of home team for match and then inspects building at the end of the match to ensure no damage and that all belongings and rubbish removed and then relocks padlock. Deposit to be retained if damage on inspection to pay for repairs.
<b>BANKS PAVILION and CONTAINER</b>	Risk of damage or fire	Medium	Buildings covered by LTC insurance, Regular checks by Handyperson. Annual inspection by Amenities Committee
	Risk of theft	Medium	Interior of building responsibility of BSSC and covered by their insurance
<b>MANOR ROAD GARAGES</b>	Injury to employee using garages		COSHH assessments Council accident insurance cover.
	Risk of theft		Handyperson to ensure security of garages at all times
<b>MEMORIAL GARDEN AND CROSS OF REMEMBRANCE</b>	Injury to persons using the Memorial Gardens	Low	Public liability insurance Regular checks by handyperson Pathway recently replaced to manage trip hazards
	Dog fouling		No dogs and No ball games signs

<b>ROBES/CHAINS ETC</b>	Risk of theft or damage	Low	Stored in safe when not in use or kept in possession of the Mayor. 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. Recent repair of Mayoral robes.
<b>ARTWORKS ETC</b>	Risk of theft or damage	Medium	Covered by Insurance. Building locked and alarmed when not in use.
<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 Legal liability for negligent act or accidental error or omission.	Low Low	Insurance cover by council Training. Support and guidance from associations i.e. NALC, KALC. Council insurance cover
	Working alone in building – risk of attack, illness, or injury.	Low	Rarely alone whilst office is 'open to public.' Doors kept locked when alone in building at all other times. Appointments noted in diary. Members of staff may request to be accompanied at a meeting
	Working at an evening meeting when no staff members on duty downstairs	Low	Refer to building security.
	Health and Safety	Medium	Members of staff issued with Health and Safety guidance and risk assessments for tasks.
	Handling suspect packages and substances	Low	Kent Police guidance issued to all staff May 2018
<b>DOG FOULING PLAY AREA</b>	Unpleasant and risk to health in public and recreational areas	Medium	Dog Exclusion on Rype play area Under 5s area to be monitored to establish if localised fencing is required by recommendation of RoSPA inspector.

<b>MONEY &amp; FINANCIAL PROCEDURES</b>	Risk of loss of cash Loss of cheques (including theft)	Low Low	Allotment payments and petty cash kept in locked drawer. When received kept in locked drawer – banked promptly.
	Loss of funds	Low	All funds held in regular bank accounts. Two elected councillors sign cheques for payment. Proper accounting practices and controls – Financial Regulations adopted. Two councillors monitor / check all receipts and payments. Annual internal audit by independent auditor Annual external audit.
	Fraud or dishonesty of employees or members	Low	Fidelity Insurance cover to level suggested by External Auditor. Monthly inspection by two Councillors
<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. Renovation by Handyperson if required
<b>VILLAGE SIGNS</b>	Risk of damage by accident or vandalism	Medium	Periodic check by handyperson and Amenities Committee. 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
<b>DEFIBRILATORS</b> <b>1 X TOWN</b> <b>1 X COAST</b>	Failure to work	Low	Regular Inspection by appointed contractor Replacement parts and service after use
	Vandalism	Medium	Inspections by Handy person and contractor and removed if damaged between inspections. Sign to be put in place advising potential users. Contractor to be contacted for repair.
<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 Sued for libel or slander	Low	Council Personal Accident Insurance
	Legal liability for negligent act or accidental error or omission	Low	Council insurance cover (does not cover slander of another councillor or the Clerk).
	Acting without authorisation	Low	Council insurance cover.
	Risk of data loss/ breach	Low	Unless duly authorised no councillor shall: Issue orders, instructions or directions in accordance with NALC
		Medium	Councillors to ensure that they do not share email addresses and/or passwords with others. Council to be advised and consider a dedicated Council email address. Councillors to dispose of paper records in accordance with the Council's policy Under the Code of Conduct Councillors must not disclose confidential information.
<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.
<b>COMPUTER AND ASSOCIATED EQUIPMENT</b>	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 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

			<p>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.</p> <p>On 8<sup>th</sup> May 2018 the Lydd Town Council computers and laptop were encrypted locally.</p>
<p><b>GENERAL DATA PROTECTION LEGISLATION AND INFORMATION MANAGEMENT AND STORAGE</b></p>	<p>Risk of access / sabotage to information by unauthorised person</p> <p>Risk of data loss</p> <p>Risk of fines</p>	<p>Low</p> <p>Medium</p>	<p>The Council shall appoint a Data Protection Officer.</p> <p>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.</p> <p>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 and keep under review, 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, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The 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</p>



			<p>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>
<b>ITEM</b>	<b>RISKS IDENTIFIED</b>	<b>LEVEL</b>	<b>MANAGEMENT MEASURES</b>