LYNTON AND LYNMOUTH TOWN COUNCIL - RISK ASSESSMENT 2024

Reviewed October 2024

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
1 PROTECTION OF ASSETS				
1.1 BUILDINGS			**CONTROL MEASURES APPLICABLE TO SECTIONS 1.1 & 1.2**	
Town Hall	M	H		
Putting Hut	M	H		
Shelter at Poets Corner	M	L		
Shelter at Manor Grounds	M	M		
Cricket Pavilion, Valley of Rock	M	L	**Insurance:**	
Manor House	L	L	Material Damage	Y
Rock House	L	L	Public Liability	Y
Hayloft	M	H	Loss of Rent	Y
Bird Hide	M	M		
Holman Park Community Hall	M	M	**Self Managed:**	
			Council authority for acquisitions/dispos	Y
			Asset register	Y
1.2 LAND			Planned inspection & maintenance	Y
			Annual review of insurance cover	
Manor Gardens, Lynmouth	L	H	Periodical review of insurer	Y
Foreshore, Lynmouth	L	H		Y
Cemetery, Valley of Rocks	L	L		Y
Valley of Rocks	L	L		
Ex-Allotments Valley of Rocks	L	L		
Hollerday Hill	L	L		
Growing Timber at Hollerday H	M	M		
Land at Grattons & Station Hill	L	L		
Allotments, Grattons	L	L		
Recreation Field	L	L		
Nature Reserve	L	L		

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
Holman Park	L	L		

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
1.3 FIXTURES, FITTINGS AND EQUIPMENT			**CONTROL MEASURES APPLICABLE TO SECTION 1.3**	
Town Hall furniture & fittings	M	H		
Town Hall computer equipment	L	H		
Town Hall paintings	M	H		
Civic Regalia	L	H	**Insurance:**	
Bronze bust of Sir George Newnes outside Town Hall	H	M	Material Damage	Y
Car Park Pay & Display Machines at Valley of Rocks, Cemetery and Foreshore	M	H	Public Liability	Y
Manor Putting Green sprinkler system	L	L	Fully Comprehensive Vehicle cover	Y
Interpretation Boards at Hollerday Hill	M	L	**Self Managed:**	
Foreman's van	L	L	Council authority for acquisitions/dispos	Y
			Detailed inventories Town Hall & Depot	Y
Tipper truck (leased)	L	M		Y
			Annual review of insurance cover	Y
Car Parks van (leased)	L	M	Periodical review of insurer	Y
Tractor	L	M	Planned inspection & maintenance	Y
Mowers & strimmers	L	L	Asset register.	Y
Plant & tools at Depot	L	L		
Benches placed by LTC	L	L	**Use of External Expertise:**	
Street Lights (Foreshore) (12)	H	M	Leased vehicles	
1.4 CASH			**CONTROL MEASURES APPLICABLE TO SECTION 1.4**	

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
Cash held in office/other premis	L	H		
Cash in transit	L	H		
Cash in employees' homes	L	M	**Insurance**	
			Theft, loss or damage	Y
			Fidelity Guarantee	Y
			Self Managed	
			Financial Regulations	Y
			Defined working practices	Y
			Adequate system of internal check	Y
			Use of External Expertise:	
			Internal Audit	Y
2 PROTECTION OF THE PUBLIC				
2.1 OFFICES AND PUBLIC BUILDINGS			**CONTROL MEASURES APPLICABLE TO SECTION 2.1**	
Town Hall	H	H		
Putting Hut	H	H		
Shelter at Poets Corner	L	H	**Insurance**	
Shelter at Manor Grounds	L	H	Public Liability	Y
Hayloft	L	H		
Bird Hide	L	H	**Self Managed:**	
			Compliance with Health and Safety Regulations	Y
			Compliance with Fire Regulations	Y
			Security arrangements	Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
			Planned inspection & maintenance	Y
			Annual review of insurance cover	Y
			Use of External Expertise:	
			Town Hall:	
			Fire Officer's inspection	Y
			Maintenance contract for fire equipmen	Y
			Service Contract for lift safety/mechanis	Y
			Bi-Annual PAT Test electrical equipmer	Y
			Reinstatement Valuation - Town Hall	Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
2.2 PARKS AND OPEN SPACES AND PLAY EQUIPMENT			**CONTROL MEASURES APPLICABLE TO SECTIONS 2.2 & 2.3**	
Manor green	L	M	**Insurance**	
Manor play area	M	H	Public Liability	Y
Manor putting green	M	H		
Manor tennis court	L	M	**Self Managed:**	
Manor Foreshore	L	H	Compliance with Health & Safety Regulations	
Holman Park play area	M	H	**Security arrangements**	
Hollerday Hill	L	M	Planned inspection & maintenance	Y
Valley of Rocks	L	M	Annual review of insurance cover	Y
Recreation Field	L	M	Policy governing commercial use of are	Y
Nature Reserve	L	L	LLTC permission; PL Insurance; necessary licences; qualifications; DBS; First Aid	
			Annual inspection of play equipment by Insurers	Y
2.3 OTHER LAND AREAS				
Ex- allotments Valley of Rocks	L	L		Y
Allotments Grattons	L	L		Y
Agricultural land at Grattons	L	L		Y
Land at Station Hill	L	L		Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
			CONTROL MEASURES APPLICABLE TO SECTIONS 2.4 & 2.5	
2.4 CEMETERY				
Valley of Rocks	M	H	**Insurance**	
			Public Liability	Y
			Self Managed:	
			Compliance with Health and Safety Regulations	Y
			Record of burials	Y
			Security arrangements - gates / fences	Y
			Regular inspection & maintenance	Y
			Annual review of insurance cover	Y
2.5 CAR PARKS				
Valley of Rocks	M	M	**Insurance**	
Upper Valley of Rocks	L	L	Public Liability	Y
			Self Managed:	
			Compliance with Health and Safety Regulations	Y
			Appropriate notices	Y
			Regular inspection & maintenance	Y
			Annual review of insurance cover	Y
			Annual review of Car Parking Order	Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
2.6 FOOTPATHS	M	H	**CONTROL MEASURES APPLICABLE TO SECTION 2.6**	
			Insurance	
			Public Liability	Y
			Self Managed:	
			Compliance with Health and Safety Regulations	NA
			Appropriate notices	Y
			Security arrangements	NA
			Regular inspection & maintenance	Y
			Annual review of insurance cover	Y
			Annual review of Car Parking Order	Y
			Use of External Expertise:	
			Consult Exmoor National Park	Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
2.7 VEHICLES, PLANT & EQUIPMENT				
Potential risk to public from staff use of vehicles, plant or equipment	L	H	**CONTROL MEASURES APPLICABLE TO SECTION 2.7**	
			Insurance	
			Public Liability	Y
			Fully comprehensive vehicle insurance	Y
			Self Managed:	
			Compliance with Health and Safety Regulations	Y
			Appropriate notices	Y
			Adequate training for staff	Y
			Regular inspection & maintenance	Y
			Annual review of insurance cover	Y
			First Aid at Work Training	Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
3 PROTECTION OF STAFF				
	L	H	**Insurance**	
			Employer's liability	Y
			Self Managed:	
			Compliance with Health and Safety Regulations	Y
			Compliance with Employment Legislatio	Y
			Contracts of Employment	Y
			Security of staff	Y
			Staff training provided	Y
			Annual review of insurance cover	Y
			First Aid at Work Training	Y
4 FINANCIAL MANAGEMENT & CONTROL				
4.1 CAPITAL EXPENDITURE	L	H	**Insurance**	
			Fidelity Guarantee	Y
			Consequential loss	Y
			Self Managed:	
			Regular maintenance of Asset Register	Y
			Standing Orders re tendering/appointm	Y
			Compliance with Financial Regulations	Y
			Compliance with Statutory requirements	Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
			Council approval of all expenditure/inco	Y
			Regular reporting on project costs and progress compared with budget / estimate	Y
			Use of External Expertise:	
			Appointment of professional solicitors e	Y
			Appointment of professional valuers	Y
			Internal audit	Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
4.2 REVENUE EXPENDITURE / INCOME				
	L	H	**Insurance**	
			Fidelity Guarantee	Y
			Consequential loss	Y
			Self Managed:	
			Compliance with Financial Regulations	Y
			Council approval of Annual Budget and precept	Y
			Regular budget progress reports and reason for significant variations	Y
			Council approval of all income and expenditure	Y
			Record of approved staff and rates of p	Y
			Annual review of rents, fees and charge	Y
			Annual review of insurance cover	Y
			Maintenance of periodical income regis	Y
			Maintenance of Register of Burials	Y
			Use of External Expertise:	
			Internal audit	Y
4.3 ALL FINANCIAL TRANSACTIONS				
	L	H		

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
			Insurance	
			Fidelity Guarantee	Y
			Consequential loss	Y
			Self Managed:	
			Financial records / accounts to comply with Statutory requirements	Y
			Compliance with Financial Regulations	Y
			Compliance with Inland Revenue Regs	Y
			Compliance with VAT Regulations	Y
			All investments approved and within Statutory guidelines	Y
			All borrowing approved and within Statutory guidelines	Y
			All payments approved by Council and recorded in minutes	Y
			Proper use of Sec 137 powers	Y
			Adequate system of internal check	Y
			Monthly bank reconciliation	Y
			Monthly Financial statement approved by Council	Y
			Use of External Expertise:	
			Internal audit	Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
5 OTHER RISKS				
5.1 USE OF CONTRACTORS	L	H		
			Insurance	
			Consequential loss	Y
			Self Managed:	
			Standing Orders - selection of contracto	Y
			Vetting of contractors -references, viability, self insurance	Y
			Regular inspection / valuation of works	Y
			Council approval of payments	Y
			Appointment of external expertise to monitor contract	Y
			Use of External Expertise:	
			Appointment of professional surveyors / valuers	Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
OTHER RISKS				
5.2 COUNCIL AND COMMITTEE MINUTES			**Self Managed:**	
	L	M	Central record of all minutes	Y
			Minutes numbered within years	Y
			Minutes and pages signed by Chair	Y
			ND Records Office < year 2010	Y
5.3 STANDING ORDERS / FINANCIAL REGULATIONS				
			Self Managed:	
	L	H	Formal adoption of written Standing Orders and Financial Regulations annually	Y
5.4 MEMBERS INTERESTS / GIFTS / ALLOWANCES				
			Self Managed:	
	L	H	Members Code of Conduct declarations	Y
			Members Record of Interests	Y
			Record of Declaration of Interests	Y
			Members Record of Allowances Paid	Y
5.5 COMPLAINTS FROM PUBLIC				
			Self Managed:	
	L	M	Record of all Complaints from Public	N

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
6 RISKS ASSOCIATED WITH AGENCY FUNCTIONS **Agency services operated on behalf of North Devon District Council**				
6.1 BUILDINGS			The control measures on this page and the next apply to all Agency functions	
Public Conveniences:	M	M	**Insurance:**	
Lyndale, Lynmouth			Property and Public Liability Insured by NDDC	Y
			LLTC indemnified by own insurers against any action against the District Council as a result of any act, neglect, default or failure on the part of the Town Council to discharge its obligations under the Agreement	Y
Memorial Hall, Lynmouth Bottom Meadow, Lynton Town Hall, Lynton			Employer's liability	Y
			Fidelity Guarantee	Y
			Self Managed:	
Other Buildings:	M	L	Planned regular inspection and mainter	Y
			Compliance with Health & Safety Regs	Y
			Security arrangements	Y
St Vincent's Museum, Lynton			Appropriate notices	Y
			Staff training	
			NDDC approval of Annual Budget	Y
			Regular budget progress reports and reason for significant variations	Y
			Other financial controls as detailed in 4.3 above	Y

CATEGORY	RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N
RISKS ASSOCIATED WITH AGENCY FUNCTIONS				
6.2 LYNMOUTH HARBOUR	L	L		
Rhenish Tower			**Use of External Expertise:**	
Lynmouth Causeway			Internal audit	Y
Harbour basin			NDDC professional staff	Y
Esplanade			Tree Safety Survey (April 2019)	Y
Foreshore & beach			Port Marine Safety Code adopted	Y
6.3 CAR PARKS	M	H		
Esplanade, Lynmouth			Annual Review of Car Parking Order	Y
Upper Lyndale			Twice a Year Inspection regime	Y
Lower Lyndale				
Watersmeet				
Bottom Meadow, Lynton				
Cross Street, Lynton				
Car Park at Lynbridge	L	M		
6.4 PARKS, OPEN SPACES AND OTHER LAND	L	L		
Russell Gardens	L	M		
Lynton Bowling Green & Courts			Twice a Year Inspection regime	Y
Bottom Meadow Play Area & Site of Playgroup Classroom				
Various other pieces of land as detailed in the Agency Agreement				2023

ACTION
Twice yearly inspection 5 year agreement with present insurer expires Jun-23

ACTION

ACTION

ACTION

ACTION
Revised FRA 2019 Bateman & Hosegood 2023

ACTION
Policy adopted for Outdoor Exercise Classes Policy Adopted for Outdoor Activity Companies Policy adopted for Drones on LLTC land; Lynmouth & VoR
Refurbished 2023 Tree Safety Survey 2024

ACTION
OSPO 2023

ACTION

ACTION
Renewed 2023

ACTION
Updated Renewed 2023

ACTION

ACTION

ACTION

ACTION

ACTION
Town Clerk to move 2010 to ND Record Office

ACTION

ACTION
Trees Removed 2016 Tree Surveyed 2019
Tree Removed 2016

K A Harris - Town Clerk

Hazard	Possible Consequences	L	I	R	Control Measures	L	I	R	Further Control Measures Required	L	I	R
	guarantee quality Safety Checks											
Lifesaving equipment missing from cabinets	If life-rings are unavailable any person in a water emergency is not guaranteed proper equipment to recover them from the harbour	2	5	15	Daily safety checks by workforce ensure life-rings are in place with ropes and are good order	1	3	3	No			
Foreign Objects in Harbour	Any obstruction submerged or floating may cause damage to boats or impede access	3	4	12	Daily safety check by workforce to check no visible obstructions evident. If there are then to arrange removal by Council, owner or contractor	1	4	4	No			
Unobstructed Main Slipway & Rhenish Pier	Obstructions cause hazard for staff, pedestrians and boat users alike preventing unfettered access to harbour and surrounds	3	3	9	Removable post separates road from slipway, safety & warning signs in place. Daily safety checks ensure no obstructions remain if present	1	2	2	No			
Fixed ladders	If poorly maintained or damaged injury could be possible through snagged metal or falling from same	3	3	9	Staff monitoring of provision daily and monthly to check for damage or decay. If hazard present to rectify	1	2	2	No			
Railings	If poorly maintained or damaged injury could be possible through snagged metal or falling from same	3	2	6	Monitoring of provision daily and monthly to check for damage or decay. If present to rectify	1	2	2	No			
Chains & Moorings	Colliding boats will cause damage to one another or harbour structure at some significant cost.	3	3	9	Monitoring of provision daily and monthly to check moorings are sound. User Group advised their own chains to be improved to prevent this happening. Annual Insurance inspection.	2	2	4	No			

northdevon COUNCIL

SERVICE AREA & ACTIVITY	POLICY / PROCEDURES (amend as relevant)		DATE OF ASSESSMENT
			21 April 2026
LYNMOUTH HARBOUR – WORKFORCE RISK ASSESSMENT FOR GENERAL MAINTENANCE ACTIVITIES	• Health and Safety Policy • MSMS • Ports and Marine Facilities Safety Code		DATE ASSESSMENT REVIEWED
ASSESSMENT PREPARED BY	REVIEWED AND APPROVED BY		DATE NEXT REVIEW IS DUE
Kevin A Harris – Town Clerk & Harbour Manager			

ACTIVITY AFFECTING (Delete tick as necessary)	EMPLOYEES	THIRD PARTY	VEHICLE	PLANT	PROPERTY	WILD FLOWERS & TREES	ANIMALS
	✓	✓	✓	✓	✓		

Hazard	Possible Consequences	L	I	R	Control Measures	L	I	R	Further Control Measures Required	L	I	R
Dredging entrance Channel	If allowed to silt up, boats are unable to access the harbour from the sea or leave the harbour except on the very highest tides.	3	3	9	Town Council under MMO Licence, with a contractor, mechanically dig out the silt in the entrance channel making it fully accessible. Harbour User Group monitor	1	3	3	Staff Standard Operating Procedures (SOP) for this task (next)			
Dredging entrance Channel (Staff)	Without oversight, staff, contractors or Public could be injured by this activity with swing shovel diggers and dumpers operating in shared harbour areas	4	3	12	Workforce given Standard Operating Procedure for PPE, Banksmen and processes to stay safe around machines and protect the works area and general public	1	3	3	No			
Algae Spraying	If workforce use inappropriate products without the right equipment they will impact the environment, fail to remove algae safely and endanger themselves and public	3	3	9	Workforce provided with authorised compound via Harbour Master, using PPE and have been trained to spray safely in public arena. Daily checks ensure algae stays away	1	2	2	No			
Workforce Daily Safety Checks	Untrained staff, not knowing what tasks to perform will not	3	3	9	Staff have been briefed on what to check, how to do this and record their findings for Harbour Manager review	1	2	2	Paper system planned to move to an IT App (NDC)			

Position:	Town Clerk – Harbour Manager	Position:	
Signature:	KAHarris	Signature:	
Date:	21/04/2026	Date:	
Person carrying out the risk review	**Position**	**Date of review**	**What has changed**

northdevon COUNCIL

Hazard	Possible Consequences	L	I	R	Control Measures	L	I	R	Further Control Measures Required	L	I	R

L: Likelihood		
	1	Very unlikely
	2	Unlikely
	3	Possible
	4	Likely
	5	Very likely

I: Impact		
	1	Negligible
	2	Minor
	3	Moderate
	4	Major
	5	Critical

Risk Score	Likelihood				
	1	2	3	4	5
	Very unlikely	Unlikely	Possible	Likely	Very likely
Critical	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Negligible	1	2	3	4	5

Assessment prepared by:		Assessment approved by:	
Name:	Kevin A Harris	Name:	