

Committee	FULL COUNCIL
Date	13 November 2023
Agenda Item	11

To update HTC Risk Assessments

Risk assessments, which are an essential part of the operation of any organisation, if it is to remain within the law, have up to now been reviewed and updated in a rather ad hoc way. In order to keep track of these and to ensure that all are updated every year, the Clerk recommends that all are reviewed each year at the same time. This was done in September 2022 and is due now. Updating this year was delayed by the requirement for more detailed risk assessment for the torchlight procession. If they are done at this time, they will be in place for all the events and statutory requirements for the year.

Risk Assessments are needed for:

Adverse weather

Lights Switch-on

Torchlight procession

Outings

Events in the public gardens

Carpark attendants at work

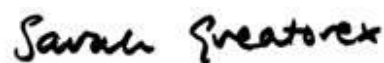
Boom lift operation

Financial transactions

Office

These have been updated in line with the current climate of opinion.

Recommendation: that HTC approves the updated Risk Assessments, and agrees to make this a regular item on the Agenda for September each year



Sarah Greateorex

Town Clerk