



# BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL

## General Risk Policy

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**Reviewed: June 2016**

**Minute No:**

**Next Review: September 2017**

The financial risk management is managed through the Financial Regulations and the Financial Risk Management policy  
General Risk for Burnham on Sea & Highbridge Town Council, including the Princess Theatre and Arts Centre and the 3 Cemeteries is managed with advice from Ellis Whittam.

- The General Risk Management & Health & Safety is reviewed annually
- The Clerks meets with the advisor from Ellis Whittam to discuss any changes in operations and go over the work carried out by the Town Council, Princess Theatre and Burial Committee
- A General Risk Assessment report is generated

This covers:

- About Risk Assessment
- Overview
- Safety Action Plan
- Risk Assessments
- Health & Safety Management

There is also a Health & Safety Policy which is reviewed and updated following the meeting.

The Clerk has overall responsibility for Health & Safety

Ellis Whittam also act as the Town Council's professional employment law and HR advisor, with Burnham on Sea & Highbridge Town Council being insured through them for risks in HR matters.

- The Clerk ensures all staff have up to date contracts
- All staff are issued with handbooks that inform them of their responsibilities and those of the Town Council
- Staff meetings are held regularly to enable any issues regarding working arrangements and health & safety to be raised in an open manner and at which matters of health & safety are discussed
- The Clerk will encourage an open door policy if staff have any issues they wish to raise

All papers regarding risk type and management as well as safety Action Plan are kept on file in the TC offices and can be referred to by members or staff at any time

## 2. Organisation and Arrangements

### 2.1 The Town Clerk

will :-

- ensure that risk assessments are carried out for areas and activities under their control;
- ensure that such assessments are updated at regular intervals or whenever there is reason to believe that the assessment is no longer valid;
- ensure that risk assessments are adequately recorded and documented;
- ensure that action is taken to adequately control risks to health and safety identified by the assessment;
- liaise with the Health Safety and Welfare Officer to ensure that risk assessments are suitable and sufficient as required by regulation 3(1) of the Management of Health and Safety at Work Regulations 1999;
- ensure that staff under their control are kept adequately informed of risks to health or safety and also of any control measures provided;
- ensure, for areas under their control, that contractors or visitors to the areas who may be exposed to risk are adequately informed of the risk and any required precautions or preventive measures;
- hold copies of risk assessment documents that apply to areas under their control.

### 2.2 Contractors

Where contractors are used to carry out a task they are responsible for assessing the risks arising from their activities. It is not for the Council to do risk assessment for contractors. This applies to a wide range of tasks for which we engage contractors and is not limited to construction works. The Council does, however, have a responsibility to ensure that works carried out on its behalf are performed with due regard to health and safety. Checking of contractor's risk assessments is an important part of this.

Any person engaging contractors will :-

- where necessary, ensure that the contractors have carried out an adequate risk assessment on the proposed work;
- where there is any doubt as to the adequacy of a contractor's risk assessment or where further advice is required, will submit the risk assessment to the Town Clerk for approval;
- ensure that contractors working on Council property are informed of any risks to their health or safety inherent in the property or arising from Council activities carried out at the property.

### 2.3 Town Clerk

The Town Clerk will :-

- keep a central record of risk assessments;
- give advice and, where appropriate, assistance in carrying out risk assessments;
- develop and deliver training in risk assessment techniques where this is appropriate, e.g. for line managers and members of risk assessment teams