

**SHREWSBURY TOWN COUNCIL
OPERATIONS COMMITTEE
6 MAY 2026**

Officer: Helen Ball (Town Clerk)

RISK MANAGEMENT

Purpose of Report

To update members on a programme of risk management for the Town Council's buildings portfolio.

General & Fire Risk Assessments

The Town Council has some 36 buildings and structures within its portfolio. These need to be inspected under the Health & Safety at Work Act. Recent changes to Fire Regulations has meant that all of these buildings and structures require a Fire Risk Assessment. It was therefore felt that all buildings would benefit from both a General and Fire Risk Assessment at the same time.

Naturally this is going to result in a large number of actions at the same time which will need to be considered and acted up. Given that some of these structures have not had a formalised risk assessment for some time this belt and braces approach will at least set the standards of all of our buildings.

The RFO has allocated a capital sum into the 2026/27 accounts to be able to undertake this review and act upon any actions required.

Operational Risk Assessments

Whilst undertaking a programme of works for buildings, Officers are also reviewing all operational risks assessments, ensuring that all assessments follow the same format and are assessment using the same matrix. Services like Streetscene and Stepping Up have undertaken this process first given the newness of those services.

COSHH

All Chemicals and fertilisers, together with cleaning agents and photocopier cartridges have been reviewed to ensure that they are stored in the safest manner and all datasheets in relation to those chemicals are held in the depot where materials are used rather than dated arrangements of holding in a single central store.

Training

Aligned to the operational work as highlighted, a programme of training and updates is being scheduled for all staff using the banks of training courses provided by Worknest, the Town Council's Health & Safety adviser. This will ensure that all those staff who are responsible for developing Risk Assessments are fully trained and all employees understand their duties under the Health & Safety at Work Act.

Conclusion

Whilst a large piece of work involving considerable staff, it is felt that the need to update our Health & Safety Practices from rather dated practices has become a priority and staff immersing themselves in this piece of work has proved beneficial to the organisation.

RECOMMENDATIONS:

- (i) That the Report be noted;
- (ii) That the Town Clerk keep the Committee updated on progress and outcomes