



ILLOGAN PARISH COUNCIL

Risk Assessment Policy/Arrangements

A risk assessment is an important step in protecting the Council and its workers as well as complying with the law. It helps the Council focus on the hazards and risks in the working environment and the control measures to prevent injuries and ill health. The law does not expect all risks to be eliminated but requires that people are protected as far as is reasonably practicable.

A risk assessment is a careful examination of what could cause harm to people, consideration of whether there are appropriate precautions in place and whether there should be additional controls put in place to prevent harm.

A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

All of the Council's activities, equipment and work areas will be risk assessed by a suitably qualified competent person. A record of all risk assessments and reviews of risk assessments will be recorded in the Council's minutes.

The Council will follow the five steps to risk assessment as detailed below:

Step 1. Identify the hazards by walking around the work place and looking at what could reasonably be expected to cause harm; consulting employees; checking manufacturer's instructions and where appropriate data sheets; reviewing accident and health records and considering long term hazards to health.

Step 2. Decide who might be harmed and how - particular attention will be paid to new and young workers, expectant mothers, people with disabilities, visitors.

Step 3. Evaluate the risks and decide on precautions by looking at the controls already in place and considering whether the hazard can be eliminated and if not how the hazards can be controlled. All Council employees will be involved in the evaluation of risks and the introduction of any new measures. When controlling risks the following principles will be applied in the following order:

- Trying a less risky option
- Preventing access to the hazard
- Organising work to reduce the exposure to the hazard
- Issuing personal protective equipment (PPE)
- Providing welfare facilities

Step 4. Record findings and implement them – the results of risk assessments will be written down and will be shared with members of staff and councillors. All risk assessments completed will be suitable and sufficient and will show that:

- A proper check was made;
- The Council asked who might be affected;
- The Council dealt with all significant hazards, taking into account the number of people who could be involved;
- The precautions are reasonable, and the remaining risk is low; and
- All staff were involved in the process.

Step 5. Review the assessment and update if necessary – risk assessments will be reviewed annually or when any new equipment, substances and procedures are introduced or if there is any significant change to work activity or the work place.

| Review Date | Reviewed By | Amendments | Minute Number |
|--------------------|-----------------------------|---|----------------------|
| 25.01.17 | Governance Review Committee | Page 1 – changed 'the' to 'that' in the description of a risk | GR17/01/15.2 |
| 24.01.18 | Governance Review Committee | None | GR18/01/15.2 |
| 27.02.19 | Governance Review Committee | None | GR19/02/17.2 |
| 31.07.19 | Governance Review Committee | None | GR19/07/25.2 |
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