

## GNOSALL PARISH COUNCIL

(Including the Wards of Moreton and Knightley)

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## RISK ASSESSMENT POLICY

**Written:**

**July 2022**

**Formally adopted by Council:**

**November 2022**

**Next Review:**

**November 2026**

### Purpose:

This policy is written in support of Gnosall Parish Council's Policy Statement for Health, Safety and Environment.

### Policy Statement:

**Gnosall Parish Council** will comply with all legal requirements concerning the Management of Health and Safety at Work Regulations 1999, which impose a legal requirement to make a written risk assessment for all hazards, to determine what measures need to be taken to protect the health & safety of staff, hirers and parishioners. These must be renewed at regular intervals, e.g., annually, or immediately if circumstances change.

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## 1. Introduction/Definition

- 1.1 Under the Management of Health and Safety at Work Regulations 1999 (MHSWR), the employer must assess risks to the health and safety of employees and others.
- 1.2 The purpose of the assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring, and review of the preventive and protective measures.
- 1.3 Although the phrase "risk assessment" may conjure up images of a complex process of judgement, based upon skilled technical knowledge, the assessment is in fact nothing more than a careful examination of what is likely, in the workplace, or across the Organisation as a whole, to cause harm to clients, staff, visitors and parishioners .

## 2. Identification of Risks

- 2.1 Risks are primarily identified through the risk assessment process; however, they can be identified through several other avenues.
- 2.2 Care Risk Management is a process where risks associated with staff, hirers and parishioners are identified and analysed. Steps are then taken to reduce, control, or eliminate the risk.
- 2.3 The aims of Risk Assessments are to identify what potential or actual risk staff, hirers and parishioners face when accessing the services provided by reviewing the following areas:
  - Management of Parish Council activities
  - Written Protocols and Guidelines
  - Equipment
  - Incident Reporting
  - Risk Assessment
- 2.4 Risk Assessments are more successful when those who will be most affected by them, or who will be operating them, are involved in identifying actual/potential risks and possible measures to reduce or remove these risks.

### **3. Aims and Objectives**

- 3.1 To ensure compliance with relevant legislation, with the requirements of the Management of Health and Safety at Work Regulations (1999).
- 3.2 To undertake a suitable and sufficient assessment of all workplace risks, identifying hazards and judging the level of risk.
- 3.3 To eliminate or reduce, as far as reasonably practicable, all unacceptable risks by the implementation of appropriate alternatives or control measures.
- 3.4 To record and review assessments at an appropriate frequency.
- 3.5 To provide suitable information, and training to enable effective risk assessments to be carried out.

### **4 Responsibilities**

- 4.1 Parish Council  
The Parish Council has the overall responsibility, statutory and operational, for managing health and safety.
- 4.2 The Health and Safety Committee, together with the Chief Officer, CSO and other councillors where appropriate will ensure that:
  - i. an assessment of risks for all the areas under the control of the Parish Council is carried out.
  - ii. actions are identified and implemented.
  - iii. results of risk assessments are documented and kept.
- 4.3 All staff, including contractors and visitors
  - i. Will ensure that they participate as requested in the risk assessment process and use/maintain any control measures identified as being necessary to minimise risks

## **5 Arrangements.**

- 5.1 Assessments will be recorded on the Parish Council Risk Assessment Form in accordance with the Risk Assessment Procedure.
- 5.2 Copies of completed risk assessments will be reviewed and monitored on a regular basis.
- 5.3 Records will be held by the Parish Chief Officer and Health and Safety Committee and will be available to staff and visitors for information and for audit purposes.
- 5.4 All assessments will be entered in the Risk Register.

## **6 Training**

- 6.1 Staff/volunteers undertake the relevant risk assessment training, where necessary

## **7 Risk Register**

- 7.1 The Health and Safety Committee are responsible for ensuring that risks are reviewed, and the register is updated.
- 7.2 Reported risks are reported to and reviewed by the Full Parish Council Committee on a

## **8 Acceptable Levels of Risk**

- 8.1 It is accepted that it is neither realistic nor possible to eliminate all areas of risk. It is however feasible to develop a systematic approach to the management of risk so that adverse consequences are minimised or, in some cases, eliminated.

## **9 Monitoring**

- 9.1 The quality and content of risk assessments will be monitored on receipt by the Parish Chief Officer.
- 9.2 All incidents will be monitored as part of the Health and Safety Committee's quarterly report to the Full Parish Council.

## Appendix 1

### Five Key Steps in the Assessment Process

**Step 1** Observe the workplace overall and then systematically address individual areas including processes and equipment.

**Step 2** Decide who is likely to be harmed and how.

**Step 3** Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or not.

When you have assessed the need for action, it is then necessary to address the question of controlling the hazard.

**E: Eliminate**

Can the hazard, product, or process be eliminated completely?

**R: Reduce**

Can the level of exposure to the hazard be lessened, or a safer working practice be used?

**I: Isolate**

Can staff/users be isolated from the hazard or can the hazard be isolated from them?

**C: Control**

Can the hazard be controlled by:

- Methods of work/procedures
- Training
- Information
- Instruction
- Supervision
- The provision of protective equipment?

**Step 4** Report your findings  
Record your findings on the risk assessment form  
Record control measures to be taken to eliminate/reduce the risk.

**Step 5** Review the assessment regularly, especially when new staff, new equipment or new methods of work are introduced, at a minimum of three-monthly intervals. Revise if necessary.

**In any event, all risk assessments must be reviewed annually and evidence that this has taken place must be visible.**

## Appendix 2

## Risk Assessment Flowchart



