

Loose Parish Council

Document Control

Document Title	Task Risk Assessment Policy
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Approved by	
Valid From	
Review Due	Mar 12 by F&A

Introduction

This document set out the Loose Parish Council policy for Task Risk assessment and describes the actions, roles and responsibilities that must be undertaken prior to the completion of any tasks to ensure that proper account is taken of risk.

Attached to this policy are a number of Generic Task Risk Assessments which should be used as the basis for undertaking task specific risk assessment.

This policy applies to all Councillors and employees of the council.

Roles and Responsibilities

The following sets out the roles and responsibilities of individuals under this policy.

The Parish Council shall be responsible for ensuring;

- No works are undertaken, by a Councillor, or employee of the council, without a risk assessment being carried out prior to the works commencing
- All proposed unplanned and ad hoc works are to be submitted to the Finance and Admin Committee for approval prior to commencement, together with a completed risk assessment.
- Risk assessments are reviewed on a regular basis to ensure compliance with this policy.
- All known hazards associated with the task to be completed are identified to the persons undertaking the work

The Finance and Admin Committee shall be responsible for ensuring;

- A standing agenda item is added to the committee agenda to allow all proposed works and associated risk assessments to be reviewed in a timely manner.
- Work proposals and associated risk assessments are reviewed and approved or rejected as deemed appropriate and any comments or reasons for rejection are provided.
- Where the timing of a Finance and Admin Committee could cause undue delay in the completion of the works, the Chairman of the committee & Vice Chairman shall consider and approve the proposed works.

When undertaking work on behalf of the Parish Council, Parish Councillors and employees of the council are responsible for ensuring;

- A task based risk assessment is completed prior to undertaking any work activity
- Approval for the works to proceed has been obtained from the Finance and Admin committee prior to commencement.
- Risk assessments are reviewed if circumstances change i.e. change of weather
- All control measures identified in the risk assessment are in place prior to starting work
- Everyone involved with the completion of the task is briefed on the risks prior to starting work and the control measures required to undertake the work safely
- Where risks can not be adequately controlled, the works are stopped and control measures reviewed
- On completion of the works the completed risk assessment is passed to the Parish Clerk for filing

Associated Documentation

GRA01	Working outdoors
GRA02	Working in the vicinity to or over water
GRA03	Working at height
GRA04	Use of hand tools
GRA05	Remote or home working

LPC Task Risk Assessment Form

Amendments:

F&A recommendation 5th Mar 12

Approved LPC 19th Mar 12

Reviewed 3rd Mar 2014

Reviewed 2nd March 2015- no changes made.

Reviewed 7th March 2016- No changes made.