

Ripley Parish Council - Risk Assessment Policy

Adopted 17/3/16 Minute 186/15

1. Introduction

Ripley Parish Council Financial Regulations, Items 17.1 and 17.2, require the Council to put in place arrangements for the management of risk, and for their review at least annually. The Parish Clerk is also required to prepare for approval by the Council a Risk Management Policy Statement in respect of all activities of the Council.

2. Assessment procedure

The five steps recommended by the Health and Safety Executive are:-

- 1 Look for hazards
- 2 Decide who might be harmed and how
- 3 Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- 4 Record your findings
- 5 Review your assessment and revise it if necessary

3. Responsibilities

Each group is to prepare risk assessment forms and carry out the assessments. Other members of the group are to check the forms before Council approval, to be familiar with the risks, and if necessary review the lead assessments.

RISK ASSESSMENTS

AREA	ASSESSOR	TIME
<u>Allotments</u>	Leisure & Facilities Committee	
<u>Burial Ground</u>	Leisure & Facilities Committee	
<u>Bus shelters</u>	Leisure & Facilities Committee	
<u>Financial</u>	Internal Auditor	Oct/Nov
<u>Lock up</u>	Leisure & Facilities Committee	
<u>Playground</u>	Leisure & Facilities Committee	
<u>Salt bins</u>	Leisure & Facilities Committee	
<u>The Green</u>	Leisure & Facilities Committee	
<u>West End</u>	Leisure & Facilities Committee	
<u>White Hart car park</u>	Leisure & Facilities Committee	