WEST KEAL AND KEAL COTES PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT

Introduction: An Overview

- Risk assessment was introduced by and under the umbrella of the Health & Safety Executive as a pro-active measure to reduce accidents in the workplace.
- This successful tool has now been extended into other areas of interaction.
- **West Keal and Keal Cotes Parish Council** has decided to adopt the formula set out in the following 'RISK MANAGEMENT' to facilitate a better, safer and less litigious environment. (Risk management should be read in conjunction with the attached 'ASSESSMENT')
- The Council's formula is founded on 'The five steps of Risk Assessment' published by the Health and Safety Executive:
  a. Look for hazards
  b. Who may be harmed and how?
  c. Evaluate the risks
  d. Record findings
  e. Review and revise assessments regularly

Implementation:

1. All Parish Councillors will be responsible to the Parish Council for the implementation of the five steps to Risk Assessment listed (a) to (e) above
2. Designated Officers will inspect all Parish property, two bus shelters, 2 notice boards, three seats and monument, at intervals set by the Parish Council.
3. All Parish Councillors will report to the Parish Council at each meeting and liaise with the Chairman and Clerk to advise them of any incident pertaining to any Health and Safety issue.
4. The Clerk will be responsible for recording relevant information and reporting to full Council meetings.
5. Designated Officers will liaise with the relevant Health and Safety Executive to maintain a current understanding of changing legislation and report to the Chairman and Clerk.

Mission Statement of Parish Council:

To provide services for, and manage and maintain the assets of, the villages of **West Keal and Keal Cotes** within the resources provided by the annual precept and other incomes, taking into account the wishes of the residents and obtaining value for money.

Area	**Risk**	**Action**
Assets	Protection	Insurance of property. Security of property. Regular maintenance and inspections.
Finance	Cash loss Control	Insurance cover. Financial control. Regulation of Accounts Budget and regular budget reports. Payments checks. VAT Regulations. Reporting balance etc.
Public Liability	Risk to third parties	Adequate insurance cover. Inspections. Health & safety checks.
Legal Liability	Act within the law	Clerk to advise where appropriate. External advice when necessary. Minutes and other records. Attend training courses and seminars.
Member Liability	Declarations: Interest Gifts Hospitality	Featured on each agenda. Declarations to be made at each meeting. Gifts and Hospitality to be listed and recorded in minutes
Employer Liability	Comply with the law	Comply with employment law. Issue and work within contacts of employment. Ask for copies of contractor's insurance cover. Evaluate Health & Safety issues. Insurance cover.
Health & Safety Liability	Risk to members, employees and members of the public.	Regular checks. Comply with health and safety guidelines. Insurance cover.