



## Task Based Risk Assessment Policy & Document Control

Dated 20 November 23 – LPC Meeting – Reviewed, with amendments

### Introduction

***N.b. Reference is to be made to the 'Health & Safety Policy' as agreed.***

This document sets out the Loose Parish Council Policy for 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.

Included within this policy are a number of Generic Task Risk Assessment forms, see link below, which should be used as the basis for undertaking task specific risk assessment. This policy applies to all Councillors, employees & volunteers/voluntary groups of the Parish 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, employee or volunteer for 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 Clerks Office for approval/rejection prior to commencement, or to be referred to a 'competent member' of the Council, together with a completed task risk assessment.
- Risk register/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.

### **When undertaking work on behalf of the Parish Council, Councillors, employees, volunteers 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 Clerks Office or a competent member of the Council prior to commencement.
- Assessments made of the correct PPE (personal protective equipment) needed for the task in hand, and appropriate PPE supplied by the Clerks Office.
- 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 cannot be adequately controlled, the works are stopped and control measures reviewed.

- On completion of the works the completed risk assessment is passed to the Clerks Office for filing & recording as relevant.

### **Associated Documentation for Task Based risk assessments**

[\\microshade\LoosePC\\$\Shared\Risk-LPC\Risk blank assmt forms- assessments\LPC risk assessment forms task based- templates \(updated Oct 21\)](#)

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

### **Contractors**

The Parish Clerk's Office will check with contractors (including self-employed persons) before they start work that:

- The contract/agreement for the arranged works is clear and understood by both parties.
- The Contractors are competent to carry out the work.
- Contractors do not work alone when working at height.
- Contractors have their own health and safety policy for their staff.
- The Contractor knows who to report to if there is a problem, when work is completed etc.
- To have sight of contractors' Health and Safety policies, Risk Assessments, and Public Liability insurance documents as appropriate.

### **Risk assessments for Events and other activities not 'task based'**

- A specific risk assessment to be carried out in line with requirements, and passed to the Clerks Office or 'competent person/s' for checking prior to the event taking place if possible.
- Reference to be made to the LPC H&S Policy.
- Any risk assessment recommended by other organisations e.g Maidstone Borough Council to be followed.
- Guidelines for special events & activities provided by the LPC Insurers, BHIB, to be followed. Available from the Clerks Office.  
[\\microshade\LoosePC\\$\Shared\Finance & Administration- LPC\Insurance - F&A\2021-Insurers docs- BHIB WEF 1st Oct 21\(3yrs\)](#)

Appendix A – Blank Risk assessment



## Loose Parish Council Risk Assessment Form

<b>Name(s):</b>	
<b>Description of works to be carried out:</b>	
<b>Date:</b>	
<b>Review period</b> ( <i>Circle as appropriate</i> ):	Daily / weekly / monthly / other

	Hazard	Y	N	Control measures taken	Notes
1	Are you physically fit and competent to undertake the proposed works?				
2	Do you have the required tools and equipment to undertake the works safely?				<i>Tools and equipment include personal protective equipment (PPE)</i>
	Hazard	Y	N	Control measures taken	Notes
3	Personal Protective equipment (PPE)				<i>Do you have the appropriate (PPE) Examples-; gloves, high vis vest, ear</i>

					protectors, overalls, cold weather clothing, steel capped boots etc
4	Are tools and equipment in a good condition and safe to use?				
5	Do the works involve working at height?				<i>Working at height requires a minimum of two people to be present for the duration of the work.</i>
6	Do the works involve working on or adjacent to the highway?				<i>All works must comply with the New Roads &amp; Street Works Act.</i>
7	Do the works involve working near water?				<i>Working near water requires a minimum of two people to be present for the duration of the work.</i>
	<b>Hazard</b>	<b>Y</b>	<b>N</b>	<b>Control measures taken</b>	<b>Notes</b>
8	Are the works likely to impact members of the public?				
9	Do the works involve lone working?				

10	Could the works be affected by weather conditions?				
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Please list any other hazards that you have identified that are associated with the proposed works.	Control measures

I have read and fully understood the task based risk assessment for this work and will comply with the control measures as identified.

Signed.....

Date ..... / ..... / .....

**Refer to Generic Risk Assessments (GRA) featuring control measures- (GRA1, GRA2, GRA3, GRA4, GRA5)**