

PERTON PARISH COUNCIL



RISK ASSESSMENT POLICY

1. INTRODUCTION

The principles of the Policy apply to all parish councillors and The Clerk to the Council. It is also intended for guidance for others communicating with the Parish Council. The policy sits alongside relevant existing policies which need to be taken into consideration.

Perton Parish Council carries out assessments of health and safety risks to employees, hirers and members of the public who enter Perton Civic Centre.

2. PROCEDURE

1. Look around the building at what could reasonably be expected to cause harm. Hazards which could result in serious harm or affect more than one person. All staff, councillors and hirers must report any risks identified.
2. Decide who may be harmed and how.
3. Risk reports for all relevant areas of the business must be completed. New hazards identified must have a full risk assessment completed.
4. Evaluate any risks arising from a hazard and decide whether existing precautions are adequate. The law states '*that all should be done that is reasonable practice to keep the work place safe*'. All risks should be minimised by completing any necessary adjustments.
5. The policy will be reviewed annually by full council.