

**Health and Safety Risk Assessment - Final Audit Report**

**Introduction:** The Management of Health and Safety at Work Regulations 1999 requires the authority, as an employer, to make a suitable and sufficient assessment of risks presented by work activities and to identify and implement the measures/controls in order to minimise health and safety risks. To demonstrate compliance with these regulations a risk assessment policy was established which requires that each service carries out and maintains suitably sufficient risk assessments in relation to the hazards and risks within that service. The risk assessment process is currently considered through the council's 'Keep Safe and Stay Healthy' group.

**Control Objectives (CO):**

1. Risk assessments are undertaken in accordance with the risk assessment policy.

**Audit opinion**

CO	Assurance Level	Opinion
1	Limited	<p>The Risk Assessment Policy is a general policy statement setting out the commitment to managing health and safety effectively within the organisation. A review of the policy considers that it is 'fit for purpose'. A recommendation has been made to ensure the policy is reviewed regularly, the last review was carried out in 2012, and to determine the approval of the policy, if any changes were to occur.</p> <p>The current policy and supporting procedures are available on the intranet. In respect of undertaking an annual risk assessment, the majority of service areas have now complied with this requirement. A number were prompted however by the undertaking of the audit review despite a continued risk gap update being reported corporately by the Environmental Safety Officer over the last 12 months. This demonstrates the update of assessments is not a routine part of corporate business.</p> <p>Of the assessments which had not been updated and submitted for audit review or require further review, particular attention should be given to:</p> <ul style="list-style-type: none"> <li>• Grounds Maintenance – these have not been reviewed since 2011. To ensure the safety of staff, contractors and members of the public and to achieve compliance to legislation it is imperative that this review is carried out.</li> <li>• Community and Economic Development - risk gaps in relation to the activities they are involved in and some of the existing risk areas identified are still in need of review. The team are involved in many events/activities that all have risk implications that require a specific risk assessment to ensure that suitably sufficient controls are implemented to control these risks.</li> </ul>

- Asset Management – there were gaps in the identification of key hazards in particular asbestos and legionella. In response to this, a management plan is being developed to manage these risks. This plan will also include the control of fire and electrical hazards. The completion of this management plan and implementation of the findings is imperative to ensure safety of staff, contractors and members of the public and to achieve compliance to legislation.

It is evident from a review of risk assessments generally that training is required to ensure all assessments are completed consistently and to the required standard. All services need to revisit their risk assessments to ensure controls have been actioned and if so a signature and date for this action needs to be documented.

When updating assessments, version control needs to be improved so that the previous assessment is saved and not overwritten. The use of a document management system, such as Sharepoint could be considered.

The number of assessments being completed should also be reviewed to identify if the process can be streamlined. Each service is completing a number of similar assessments, for example an office related assessment. Consideration could be given to producing one generic assessment though this will need to be tailored to meet specific service needs where appropriate.