

**Health and Safety Risk Assessment – Audit Recommendations**

<b>Rec No</b>	<b>Risk (of non implementation)</b>	<b>Recommendation</b>	<b>Action to be taken</b>	<b>Officer Responsible</b>	<b>Implementation Date</b>	<b>Priority</b>
1	Non-compliance to Management of Health and Safety at Work Regulations 1989	The Risk Assessment Policy/Procedure should be reviewed and approved.	<ol style="list-style-type: none"><li>1) Circulate Risk Assessment Policy to Keep Safe Stay Healthy (KSSH) Group Members for comment prior to next KSSH meeting on 17 March 2015</li><li>2) Identify the current approval process for health and safety policies and confirm whether delegation to approve such policies and amendments should be given to the KSSH Group.</li></ol>	Environmental Safety Officer  Environmental Safety Officer	17 March 2015 (date of next KSSH Group meeting)  March 2015	N

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2	Non-compliance to Management of Health and Safety at Work Regulations 1989	Training should be provided to relevant Officers to ensure assessments are completed consistently, timely and to the required standard – to include version control.	Relevant Officers to be identified and training provided.	Environmental Safety Officer	June 2015	E
2	Non-compliance to Management of Health and Safety at Work Regulations 1989	All services to undertake a risk assessment and establish adequate monitoring procedures to ensure the mitigation of risk.	Management directive to all services.	All relevant Managers (facilitated by Environmental Safety Officer)	Immediate	E
3	Non-compliance to Management of Health and Safety at Work Regulations 1989	Consideration is given to the number of assessments that are currently produced so as to streamline the process.	Discuss at KSSH Group.	Environmental Safety Officer	To be decided at the next KSSH Group meeting on 17 March 2015	N

**E= Essential** – Necessary due to statutory obligation, legal requirement, Council policy or major risk of loss or damage to Council assets, information or reputation. Where possible it should be addressed as a matter of urgency.

**N= Necessary** - Could cause limited loss of assets or information or adverse publicity or embarrassment. Necessary for sound internal control and confidence in the system to exist and should be pursued in the short term, ideally within 6 months.