**Risk Checklist**

**We are all busy with day-to-day responsibilities so Health and Safety checklists or Risk Assessments may seem secondary issues.**

**However, the external auditors this year were keen to know what and when we covered these topics as they are statutory requirements meaning they cannot be avoided.**

**Below, a suggested checklist for Council to use.**

1. **Health & Safety Policy**

It is a legal requirement under the Health and Safety at Work Act for any organisation employing 5 or more people to have such a policy. Although we do not employ 5 or more as a Corporate Body + employees and 1 volunteer, we are 5 or more, so the questions the External Auditors would expect us to answer are:

Do we have one? Yes ……... No ……...

Is it reviewed regularly?

Co-ordinating H&S – who has day-to-day responsibility? ……………………….

Does the Council know who to contact in the event of a H&S emergency?

1. **Risk Assessments (including fire assessments)**

Are they carried out annually? Yes ……. No ………

When were they last reviewed?

…………………………………………………………….

Contingency Plans: Where do we store electronic data?

Backed-up off site?

How would the PC function if the main building was lost through fire?

1. **Insurance**

We use contractors – do we see their original copy of their Public Liability Cover annually?

Yes ……………… No ……………

1. **Statutory Inspection Regimes**

There are laid-down inspection regimes for specific pieces of equipment. For the PC and when were they last inspected?

* Play Equipment
* Fire Equipment
* Electrical equipment

1. **H&S Responsibilities for Cllrs**

Are Cllrs aware of their responsibilities?

Yes ……………. No …………….

Have they received any training?

Yes …………… No ……………….

As we employ contractors, please remember we do not sub-contract H&S responsibilities, they remain with PC.

Yes …………… No …………………

1. **Awareness for Employees**

Day-to-day issues e.g., fire, accident reporting, manual handling, VDU’s and electricity.

Yes ……………. No ……………….

Have we got available:

H&S Policy

Risk Assessments

Safe Operating Procedures – Lone Working

Yes …………… No ……………….

Training:

Any training highlighted in Risk Assessment?

Yes ……………… No …………………..

Recorded

1. **Inspection Regimes**

Play Equipment/PMR lettings

Checked for:

Slips, trips and falls

Fire & security

Access and egress

Yes ……………… No ……………

1. **Supervision**

Do we monitor contracts with third parties regularly with regard to risk management and H&S issues?

Yes ………………. No …………………

**Document History**

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