

12. Operational Risk Assessments

Head of Service: Laurence Willis, Head of Environmental Health & Community Protection

Lead Officer: Tony Richbell, Safety Adviser

Contact Details: tony.richbell@southsomerset.gov.uk or (01935) 462655

Purpose of the Report

This report has been produced following a request by the Audit Committee. Its purpose is to provide members with an update on the procedure for the undertaking and recording of operational risk assessments required in order to comply with Health and Safety legislation.

Recommendations

The Committee is asked to agree the following recommendations:-

- (1) that all risk assessments currently lodged with the Safety Adviser be placed on Insite;
- (2) that the Safety Adviser arrange for the assessments to be reviewed on an annual basis.

Current Situation

I am pleased to report that as of the 1st June 2007 all of the 19 services have submitted copies of their operational risk assessments to the Safety Adviser. The documentation is in the process of being electronically recorded and stored.

Resources and Training

Managers have identified staff who have been (or will be) asked to undertake their departmental risk assessments. In order to provide support for nominated staff, the Safety Adviser has arranged 3 training sessions to ensure staff have the skills and understanding required to carry out this task. On-going support will also be available on request

To date 2 of the 3 sessions have been completed and a total of 19 staff have attended. Anyone unable to attend so far has been invited to the third session and anyone unable to attend at all has been offered a 1 to 1 meeting.

Background Papers: *2006/2007 Statement of Internal Control
Audit Committee minutes - December 2006 & January 2007*