

CORPORATE HEALTH AND SAFETY COMMITTEE - 5TH JANUARY 2009

**SUBJECT: DRAFT RISK ASSESSMENT POLICY AND CORPORATE
MANAGEMENT ARRANGEMENTS FOR RISK ASSESSMENT**

REPORT BY: CORPORATE HEALTH AND SAFETY UNIT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the revised and updated Risk Assessment Policy and Corporate Management Arrangements for Risk Assessment.

2. SUMMARY

- 2.1 The Authority currently has in place a Risk Assessment Policy, which was introduced in February 2006.
- 2.2 The existing policy has been updated to reflect the new format of a briefer more concise policy covering commitment and responsibilities and separate corporate management arrangements
- 2.3 The policy (attached as appendix 1) sets out the Authority's commitment to assessing, reducing and controlling the risks associated with CCBC workplaces and work activities and also details responsibilities for carrying out risk assessments. The corporate management arrangements (attached as appendix 2) cover the practicalities of how risk assessments should be carried out, recorded, reviewed etc.
- 2.4 The revised policy and corporate management arrangements have been subject to minor changes, which are primarily small working changes. A summary of the changes is attached as appendix 3.
- 2.5 This policy and management arrangements have been subject to consultation with the following groups:
- Health and Safety Professionals Group
 - Corporate Health and Safety Group
 - Management Consultation via Directorate Health and Safety Officers
 - Direct Union Consultation
 - HR Strategy Group

3. RECOMMENDATION

- 3.1 That the contents of the report be noted and the policy and corporate management arrangements be agreed or agreed subject to amendments so that the documents can be communicated to managers and employees.

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Councillor Allan Pritchard, Cabinet Member for Human Resources and Constitutional Affairs

Appendices:
Appendix 1 Draft Risk Assessment Policy
Appendix 2 Corporate Management Arrangements
Appendix 3 Summary of the Changes