

ANGUS COUNCIL

PERSONNEL & PROPERTY SERVICES COMMITTEE

18 JUNE 2002

“A GUIDE TO RISK ASSESSMENT”

REPORT BY CHIEF EXECUTIVE

**ABSTRACT**

This report advises of the development of a number of measures to assist effective safety management throughout the Council, including the production of a booklet entitled “A Guide to Risk Assessment”.

**1. RECOMMENDATION**

The Committee note the terms of this report.

**2. BACKGROUND**

Risk assessment – identifying hazards, deciding what level of risk they pose and then taking steps to minimise that risk – is at the core of effective safety management. You cannot manage safely unless you carry out risk assessment and every manager must carry out these assessments on their areas of responsibility.

The Council’s Safety Team has always provided advice and guidance on risk assessment, standard paperwork for recording assessments and training for managers. However it is a subject about which they frequently receive queries.

Consequently they have reviewed the assistance that they currently offer and made a number of changes and additions. Principally they have produced a booklet, “A Guide to Risk Assessment”, which contains practical advice about the process and how to carry it out. Copies of the booklet have recently been sent to all Heads of Department for distribution.

The Team has also revised risk assessment recording forms and the checklists used to assist the process. Finally, they have developed and commenced delivery of in-house risk assessment training, both on the general principles of risk assessment and on assessing specific hazards. Previously risk assessment training was delivered exclusively by external consultants.

All these measures are intended to help managers ensure healthy and safe workplaces for employees and all those affected by Council activities.

A copy of the booklet has been provided for each member of the Committee and they are asked to note its content for their interest.

**3. FINANCIAL IMPLICATIONS**

There are no financial implications arising from the terms of this report.

**4. HUMAN RIGHTS IMPLICATIONS**

There are no human rights implications associated with this report.

## **5. CONSULTATION**

The Director of Finance and Director of Law & Administration have been consulted on the terms of this report.

**A B Watson**  
**Chief Executive**

HR/PersMan

**NOTE** No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.