

Etwall Parish Council - PLANNING ENVIRONMENT & HIGHWAYS COMMITTEE - RISK ASSESSMENT

Items within remit of Planning, Environment and Highways Committee :

i.e. How Planning Applications are dealt with, Provision and maintenance of Street Furniture etc. and responsibility for Groundsmen and Lengthsman.

Item	Risk	Impact	Probability	Actions
1	PC brought into disrepute over allowing members to be involved in Planning Applications where a personal interest exists.	H	L	Declaration of interest required from everyone
2	Controversial item being decided by the Committee and not approved by full Council.	M	L	Procedures are in place. Clerk monitors circulation of documents.
3	Claims for injury to public from poorly maintained street furniture (seating, notice boards, village map & sign and bollards with chain links.)	M	L	Designated areas for Councillors to patrol by annual visual checks. Lengthsman to monitor during work and report any defects noted.
4	Employees at risk from poorly maintained tools and machines	M	L	Regular maintenance by appropriately qualified contractor (any deficiencies of equipment to be reported by user to Council)
5	Employees not properly trained for duties undertaken	H	L	Whenever a new employee joins a review to be carried out (handover training and current documentation to be given). Training and experience of current employee's to be monitored.
6	Employees at risk from lack of suitable PPE. (Personal Protective Equipment)	L	L	PPE requirements for tasks to be reviewed regularly and new / replacement PPE supplied as required.
7	Employees at risk from 'working alone' in a dangerous situation.	M	L	Staff to be asked to report any situation that could be considered dangerous or submit 'nil returns'. Employee supplied with mobile phone.
8	Employees at risk from dangers within Groundsman's Hut.	H	M	Notice posted. Groundsman's Hut to be inspected at least annually
9	Suitable protection from electric shock within 'Hut'	H	L	Circuit breaker in situ. PAT testing carried out annually.
10	Danger from stored toxic or flammable substances in 'Hut'	H	M	All petrol to be stored in approved containers inside metal cabinet and volume to be kept to a minimum.
11	Hazardous substances	H	M	COSHH material safety data sheets to be obtained for all hazardous materials (petrol, weed killer, graffiti removal kit etc.). Only appropriately trained employee's to handle hazardous substances.
12	Failure to keep proper records of 'property' owned by council.	L	L	Assets register/stocktake update. Revise annually at time of audit. (note hut contains materials and property of Alms houses – landlord)
13	Injury to public due to mis-use or vandalism of the defibrillator	M	L	Ensure regular inspection and maintenance.