

Title of Report: Risk Assessment on the Role of a Councillor	Officer Presenting: Lead Democratic Services and Improvement Officer Author: Democratic Services Officer
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1 Purpose of Report/Recommendations

- 1.1 To communicate and seek endorsement of the Risk Assessment completed on the role of a Councillor and to seek Members support in complying with the associated additional control measures identified.

2 Background

- 2.1 Council is committing to ensuring so far as is reasonably practicable, the health, safety and wellbeing of its employees and others (contractors, visitors and members of the public) in accordance with best practice including all relevant statutory requirements and associated codes of practice and guidance.
- 2.2 Council is required to ensure that no employee, visitor, contractor or other person is exposed to an unacceptable high level of risk from any property, equipment or activities undertaken for which the Council has a legal responsibility for mitigation. A key means of meeting this requirement is through the completion of risk assessments.

3 Key Issues

- 3.1 As with all key work activities in Council, a Risk Assessment is required on the role of a Councillor to ensure that the hazards and risks associated with the role are identified, assessed and controlled; thereby aiming to prevent injury and circumstances detrimental to mental health and wellbeing. A copy of the Risk Assessment is attached at Appendix 1.
- 3.2 It is important that the risks associated with the role of a Councillor are communicated to all Members and adequate information and instruction is given on any additional control measures identified.
- 3.3 Many of the hazards associated with the role of a Councillor and the control measures are common to most roles in Council and all are adequately controlled.

- 3.4 A Member however has an additional responsibility for setting and monitoring the strategic direction of Health and Safety within Council. Members are assisted in meeting this responsibility through several existing control measures including awareness training. Not all Members however attended the recent training session and any Member who did not attend the first session would be required to attend this mandatory training to enable them to fulfil this responsibility. A further awareness session has been scheduled for 19 January 2018 at 11am.
- 3.5 An additional control measure has also been identified in relation to Fire Safety, in that Members should participate in a Fire Evacuation Drill. This will be organised in the near future.
- 3.6 An additional control measure has also been identified in relation to potential injury to Councillors attending site meetings. PPE has now been ordered for Members. All Members are advised to wear this PPE when attending site meetings.
- 3.7 An additional control measure has also been identified in relation to potential injuries incurred whilst driving to and from Council meetings. The Council is in the process of compiling a Driver Declaration Form and once approved all Members and Staff will be required to sign this on an annual basis to confirm that they comply with all health and safety requirements for driving on Council business.

4 Financial, Equality, Legal, HR, Improvement and other Implications

- 4.1 In relation to the additional control measures identified in 3.4 – 3.7 above, Members would be strongly advised to comply with these to ensure their health, safety and wellbeing within their role.

5 Recommendations

- 5.1 That Members endorse the Risk Assessment completed on the role of a Councillor including providing their support in complying with the associated additional control measures identified.