

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 provide Members with a copy of the reviewed Risk Assessment on the Role of a Councillor.

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.
- 2.3 The last review of this Risk Assessment was completed on 29 April 2020 and was communicated to Members via email and at recent Health and Safety training sessions. This review addresses the ongoing changing circumstances and advice on Covid-19 and identifies the control measures implemented to reduce this risk.

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 review of this 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 All risks identified have been allocated a low risk rating, with the maximum being a rating of 8 for the Covid-19 risk; as an additional control measure, the measures implemented to reduce this risk will continue to be monitored and adapted in light of emerging advice and guidance.
- 3.5 The risk assessment process covers work completed by Elected Members on behalf of Council it does not apply to personal security at Members homes.

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

- 4.1 To ensure the impact of risks is controlled and minimised, Members are advised to adhere to all measures.
- 4.2 To fulfil their statutory responsibilities for Health and Safety and Wellbeing within Council, Members must attend the mandatory training.

5 Recommendation

- 5.1 That Members note the contents of this report.