

Risk Register
Report by Chief Executive

Summary: Following the discussion and decisions on the content of the Risk Register at the last meeting, officers have reviewed the format used and are seeking the Committee's views on a different layout.

Recommendation: That the Committee considers the proposed revised format for the Risk Register.

1 Introduction

1.1 At the Committee's last meeting the Risk Register and the timetable for its review was discussed. This has prompted officers to review the format used and an alternative is proposed which is in line with that employed for risk assessments throughout the Authority. A copy of a sample analysis of one of the risks is appended for Members' comments. If this format is adopted officers will review all risks and translate them into the new layout for the next meeting.

Background papers: None

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Broads Plan Objectives: None

Appendices: APPENDIX 1 – Sample analysis

Strategic Risk Register

Description of Risk Vulnerability: Death or serious injury to a member of staff													
No. 1	Risk Owner/Assessor: Head of Safety Management					Assessment Date: 15 July 2016							
						Review Date: July 2017							
Specific Hazards			Initial Risk			Controls / Safeguards / Precautions			Revised Risk			Additional Actions Required	Timescale
Describe the vulnerability & Impact			S	P	R				S	P	R		
The use of heavy plant and equipment heightens the risk of damage to property, utility services and harm to individuals. The impact could be heavy fines from utility companies, death to employees, loss of expertise, increased insurance contributions and lengthy delays to services whilst HSE investigate.			3	3	9	Health & Safety at Work Policy A training plan ensuring only qualified Operatives operates plant & equipment. Generic Risk Assessments identifying risk and placing control measures. Regular Staff briefing & Toolbox talks highlighting best practice. Regular review of performance of staff and review of training requirements.			3	1	3	Review of all hazards and control measures/methods by HSM	Ongoing Audit process
Lone Working meaning that any significant injury to a member of staff has the potential to escalate to major issue due to the remoteness of the work or the inability for to summon assistance. This could result in loss of life, lengthy HSE investigation, loss of reputation, higher insurance premiums.			3	3	9	Codes of practice for lifejacket and Personal protective Equipment. Regular servicing and review of servicing for lifejackets. Broads Control and a documented procedure for logging on & off. Stand-by Manager protocols to manage out of normal working hour issues. Mobile Phone & VFH radio communication. Training and review on lone worker policy and procedures for all vulnerable staff. Staff trained in First Aid with training updated as required.			3	1	3		

Any other relevant information: