**Risk Assessment**

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 imposes a duty on every employer to make a ‘suitable and sufficient assessment ‘of the risks to which his employees are exposed while they are at work, and of any risks to members of the public (customers, clients, visitors, guests, passers-by) who may be affected by the way in which he conducts his business or undertaking. The purpose of this assessment is to identify the measures the employer needs to take to comply with the restrictions and prohibitions imposed upon him by or under extant health and safety legislation. Risk assessment is mandatory under each of the following Regulations:

• the Management of Health and Safety at Work Regulations 1999

• the Provision and Use of Work Equipment Regulations 1998

• the Fire Precautions (Workplace) Regulations 1997

• the Construction (Health, Safety and Welfare Regulations) 1996

• the Chemicals (Hazard Information and Packaging for Supply) Regulations 1996

• the Manual Handling Operations Regulations 1992

• the Personal Protective Equipment at Work Regulations 1992

• the Health and Safety (Display Screen Equipment) Regulations 1992

• the Workplace (Health and Safety Welfare) Regulations 1992

• the Electricity at Work Regulations 1989

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

The Town Clerk or in her absence the Deputy Clerk or named council representative is responsible for undertaking risk assessments, making reports to the Council and having oversight of any measures including training, which are put into place to ensure compliance with the regulations and good practice.