

**TISBURY PARISH COUNCIL**  
**RISK ASSESSMENTS - Index of Risks**

For resolution /amendment November 2020
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# TISBURY PARISH COUNCIL

RISK ASSESSMENT: 01

Organisation / Management: TPC procedures

	Probability			Impact			Risk	
	high	medium	low	high	medium	low	high	low
<b>PROCEDURES:</b>								
Roles & responsibilities		✓			✓			✓
Disclosure of interests		✓			✓			✓
Emergency communication		✓		✓			✓	
Forward planning			✓		✓			✓
Delegated responsibilities			✓		✓		✓	
Committee duties & responsibilities			✓			✓	✓	
Responding to the public			✓		✓			✓
Responding to consultation			✓			✓		✓

**PERSONS AT RISK:**

Councillors  
Council Tax payers  
Wiltshire Council

<b>ACTION REQUIRED:</b>	<b>ACTION?</b>	
<u>Induction</u>	All Councillors are given an induction pack outlining duties and responsibilities; together an understanding of how Councils function, including copies of Standing Orders and Financial Regulations.	Councillors are provided with documents electronically or in hard copy.
<u>Declaration of Interests</u>	All Councillors complete a Register of Interests declaration and have an ongoing responsibility to update the register as and when there is a material change.	RoIs to be readily available in a hard copy file available at all meetings. The same information is available on the WC website. Declarations made at meetings are recorded in the minutes and as a separate declaration sheet in the RoI file.
<u>Contact List</u>	The Parish Clerk maintains an up to date contact list of all current Parish and Wiltshire Councillor (serving Tisbury) contact details. The Councillor has the responsibility to notify any changes.	Other useful numbers for Tree Warden, CEV etc. are included.
<u>Register of Meetings</u>	The Parish Clerk prepares a forward list of all meetings for the year to allow Councillors to plan ahead; details to include times, dates and location.	Circulated as an agenda item in the autumn of the previous year for P.Cnllrs approval
<u>Meeting Room Opening Times for the General Public</u>	The meeting room to be opened 30 minutes before each meeting for Councillors and the general public to: inspect planning applications, ask questions of the Parish Council, and express their views.	The open time to be a standard paragraph on all agendas and also posted on the notice board and website.

<u>Register of Committees and special interests</u>	To include Councillor listing, their duties and responsibilities.	Posted on the notice board and website.
<u>Register of Training</u>	To include list of courses and record of attendance. Councillors to actively seek to improve their knowledge and capability in support of Council duty.	Records of attendances are recorded in the minutes.
<u>Feed Back Loop</u>	Establish feedback loop in responding to issues raised, what was done, by whom, when and why. Report action to person that raised the issue, be it Councillor or member of the public.	All actions recorded in minutes Issues raised through the Area Board system to be monitored and reported at full meetings.

# TISBURY PARISH COUNCIL

## RISK ASSESSMENT: 02

Organisation / Management: Public Safety

	Probability			Impact			Risk	
	High	Medium	Low	High	Medium	Low	High	Low
<b><u>PUBLIC SAFETY:</u></b>								
Record and quantify assets			✓			✓		✓
Understand assets			✓		✓			✓
Unreported accidents	✓			✓			✓	
Fail to take action	✓			✓			✓	

**PERSONS AT RISK:** Councillors - a, b, c, d.  
General public - c.

<b>ACTION REQUIRED:</b>		<b>ACTION?</b>
<u>Asset Register</u>	Maintain asset register, including all public areas owned by the Parish Council.	Photographs require updating.
<u>Insurance Cover</u>	Maintain public liability insurance.	Insurance renewed in June; obtain quotes in January of same year from time to time.
<u>Annual inspections</u>	Organise annual safety inspections of all children's play equipment, reporting findings to the Parish Council and taking action to remedy any issues highlighted.	Inspections should be ordered in July for action in August and reporting in September; this allows adequate time for remedial works to be costed and included in the budget process.
<u>Monthly inspections</u>	Maintain inspection register of all children's play equipment; reporting to parish council meetings monthly.	Inspection file in place and verbal update at full meeting recorded in the minutes..
<u>Accident book</u>	Record any accident or incident reported to Councillors by the public, to include location,	Noted / see incident book

	nature of incident and extent of injuries or damage to persons or property. Report at monthly parish council meeting.	
<u>Actions of Parish Council</u>	Record actions of Parish Councillors / Council / Clerk in response to any incidents.	Noted / incident book

# TISBURY PARISH COUNCIL

## RISK ASSESSMENT: 03

Organisation / Management: Office safety and management Procedures

OFFICE SAFETY and MANAGEMENT:	Probability			Impact			Risk	
	High	medium	low	High	medium	low	high	low
Open and transparent			✓			✓		✓
Keep others informed			✓			✓		✓
Maintain public access			✓			✓		✓
Post minutes of meetings			✓			✓		✓
Keep accounts			✓		✓			✓
Conduct annual audit			✓			✓		✓
Annual safety inspection (playgrounds only)			✓		✓			✓

**PERSONS AT RISK:** Councillors - a, b, e and g.  
 General public - c, d and g.  
 Council Tax payers - f.

ACTION REQUIRED:		ACTION?
<u>Maintain index of filing system</u>	Maintain a file register	To be implemented
<u>Computer procedures</u>	Establish back up routine.	Cloud storage used.
<u>Administrative procedures</u>	Establish office opening and closing procedures for Councillors and members of the public during public access times.	All meetings and access by prior arrangement with the Clerk at a mutually convenient time and location.
<u>Minutes of meetings</u>	Post minutes of all meetings.	Draft minutes on notice board & website. Minute books of signed copies available for inspection on request

<u>Accounts</u>	Establish accounting routine for all transactions.	Procedure notes exist but will need updating once electronic payments are in use.
<u>Health and Safety issues</u>	Maintain record of any health and safety issues that are not accidents / incidents; reporting at monthly meetings.	To be recorded in minutes and a separate section of the incident book.



# TISBURY PARISH COUNCIL

## RISK ASSESSMENT: 04

Organisation / Management: Selection and Appointment of Contractors

	Probability			Impact			Risk	
	high	medium	low	high	medium	low	high	low
<b>SELECTION and APPOINTMENT OF CONTRACTORS:</b>								
Competence /workmanship		✓			✓			✓
Safety record		✓			✓			✓
Working in public areas		✓			✓			✓
Working alongside traffic		✓			✓			✓
Known dangers & risks			✓			✓		✓
Financial loss	✓			✓				✓
Unclear duties / responsibility	✓			✓				✓
Unclear specification		✓			✓			✓

### PERSONS AT RISK:

contractors - a, b, d, e and g.

General Public - b, c and d.

Parish Council - e, f and g.

Council Tax payers - f and g.

<b>ACTION REQUIRED:</b>		<b>ACTION?</b>
<u>Contractors</u>	Seek advice and recommendation when compiling list of contractors.	Clerk to action.
	Select a list of 3 contractors or as specified in current Financial Regulations.	Clerk to action as required on a case by case basis.
<u>Enquiry document</u>	Be clear and concise.	Noted
	State what is to be done; where, when, how and by whom. Document to include, for example, a sketch map giving locations and a list of duties and responsibilities.	Noted
	Document to contain a statement of risks and responsibilities to be carried by the contractor, including a clear statement on public liability insurance.	Noted
<u>Quotations</u>	Verify that all contractors have quoted on the same terms.	Tabulate for circulation to appropriate councillors.
	Tabulate rates and prices for discussion (by committee if appropriate) for recommendations to full parish Council meeting.	Specific agenda item required
<u>Selection</u>	Parish Councillors to select.	Minute the process.
<u>Appointment</u>	Parish Clerk to appoint.	Letter of appointment on TPC headed paper.
<u>Information to be provided to contractor</u>	c.f. risk assessment 05.	Clerk
<u>Information to be provided by contractor</u>	c.f. risk assessment 05, plus copy of safety record.	Contractor + Clerk

# TISBURY PARISH COUNCIL

RISK ASSESSMENT: 05

Organisation / Management: Management of Contractors

	Probability			Impact			Risk	
	high	medium	low	high	medium	low	high	low
<b>MANAGEMENT OF CONTRACTORS:</b>								
Competent supervisor			✓		✓			✓
Competent operatives			✓		✓			✓
Working in public areas		✓		✓			✓	
Working adjacent to traffic			✓		✓			✓
Known dangers & risks			✓			✓		✓
Financial loss		✓		✓			✓	
Unclear duties & responsibilities			✓		✓			✓
Unclear specification			✓		✓			✓

**PERSONS AT RISK:**

- Contractors - a, b, d, e and g.
- General Public -c and d.
- Parish Council - e, f and g.
- Council Tax payers - f and g.

ACTION REQUIRED:		ACTION?
<p><u>Necessity for a consultant or external advisor</u></p>	<p>Consultants or external advisors will only be appointed where there is a need to have specialist advice and direction not available within any available Councillors' competencies. Such consultants or advisers will have terms and conditions defined in a similar manner to those of contractors. In addition, there will be clearly defined responsibilities and reporting duties coinciding with full monthly meetings of the Parish Council.</p>	<p>Any such appointment to be justified at full council, as any costs would be unlikely to be met other than from the PC budget.</p>

<u>Parish Council and Committee reporting</u>	Parish Council to appoint a single Councillor with known competencies and qualities (and under the guidance of the Chairman or Vice Chairman) to take control and overall responsibility for any given project or contractor. This Councillor will be supported by two or more fellow Councillors.	PC to form a committee for each major project, with the Clerk administering the actions and liaising day to day with the contractor In the absence of suitably experienced Cnllrs, volunteers should be appointed.
	The appointed Councillors (Committee) will make their recommendations with respect to selection and appointment of contractors to the Parish Council.	noted
	The Committee will deal with all issues of performance, quality, Health and Safety or complaints arising from the public or with the contractor.	noted
	The Committee will report monthly to the Parish Council at a full meeting.	noted.
<u>Parish Council and -contractor liaison</u>	Meetings will be set up and attended by the contractor at the outset and as necessary subsequently, including a final wash up meeting.	noted.
	At no time must the Parish Council allow a contractor or consultant to assume control of a scheme. The Parish Council must remain responsible at all times for the work undertaken.	noted.
<u>Monitoring and Review</u>	A full meeting agenda slot must be allocated to any projects in progress.	to Clerk to action.
<u>Information to be provided to the Contractor</u>	Known dangers and risks associated with the specific projects that are already compiled from previous contractor work. For example, mowing the Lower Recreation ground following erection of marquees and subsequent non-removal of tent pegs, location of known utility assets below or above ground.	Clerk working with the nominated councillor and/or committee.

	Notify the contractor of any key dates or special events within the village.	Clerk to advise.
	Start and finish dates and frequency of inspections.	Clerk to advise.
	Invoicing and payment procedures.	Clerk to organise and advise.
	Procedure for reporting accidents or incidents to the Parish Council.	Clerk to advise.
	Parish Council contact details for regular or emergency reporting.	Clerk to advise.
<u>Information to be provided by the Contractor</u>	<p>A Statement of the competency of the personnel being used.</p> <p>A copy of their safety policy.</p> <p>A copy of their C.O.S.H.H. assessment for the work being carried out - for storage &amp; handling of materials.</p> <p>A copy of their noise assessment.</p> <p>A copy of their Employers Liability insurance.</p> <p>A copy of their Public Liability insurance.</p> <p>A copy of their risk assessments and method statements.</p>	Formal request from the Clerk.

# TISBURY PARISH COUNCIL

## RISK ASSESSMENT: 06

### Work Place / Activity: Street and Car Park Cleaning

	Probability			Impact			Risk	
	high	medium	low	high	medium	low	high	low
<b>STREET &amp; CAR PARK CLEANING:</b>								
Working alongside traffic /reversing vehicles	✓			✓			✓	
Flying debris	✓				✓			✓
(* under VW control) Broken glass		✓			✓			✓*
Barrow on steep slopes/ uneven ground		✓			✓		✓	
Hazards associated with the recycling skips - overflow, fire etc	✓			✓			✓	

### PERSONS AT RISK:

General Public - a and e.

Village Warden - a, b, c, d, and e.

<b>ACTION REQUIRED: (Above all use common sense!)</b>		<b>ACTION?</b>
<u>Village Warden</u>	Village Warden to be provided with: Protective footwear Waterproofs High visibility waistcoat - to be worn at all times Industrial gloves - to be worn at all times Protective goggles - to be worn when working alongside traffic Shovel and brush or litter picker - to be used for all rubbish	VW / Clerk
	All items to be inspected weekly; the Clerk being notified if replacements needed.	VW / Clerk
<u>Information to be provided to Village Warden</u>	Barrow instruction manual. Job description detailing duties and responsibilities. Location of work areas. General risk information relating to working alone, in public areas and near water. Induction training for employees/contractors covering duties.	VW / Clerk
<u>Employee welfare</u>	Village Warden to meet bi-monthly with the Parish Clerk (as line manager).	VW / Clerk
<u>Dependable equipment</u>	Check hand brake on barrow working effectively each day.	Village Warden
	Be aware that barrow is more unstable when full.	Village Warden
	Be aware , record and report dangerous pot holes and hazards.	Village Warden
	Approach sharp changes in gradient at right angles to kerb, not diagonally.	Village Warden
<u>Public safety</u>	Take care in public areas not to leave implements such that accidents may occur.	Village Warden
	Barrow brakes to be applied when stationary.	Village Warden
<u>Recycling</u>	Report overflows promptly, especially if there is a fire risk.	
	No intervention to be taken - report to Clarence / responsible body.	Contact nos. to be issued.

# TISBURY PARISH COUNCIL

RISK ASSESSMENT: 07

Work Place / Activity: Grass Mowing / Grounds Maintenance / Weed Spraying

[Only applicable if contracts not let - no actions necessary in current contract period]

	Probability			Impact			Risk	
	high	medium	low	high	medium	low	high	low
<b>GRASS MOWING:</b>								
Contact with rotating blades			✓			✓		
Flying debris		✓			✓			
Collision with obstacles		✓				✓		
Overturning on slopes / inclines			✓			✓		

**PERSONS AT RISK:**

General Public - b.  
Self - a, c and d.



ACTION REQUIRED:	ACTION?	
<u>User protection</u>	User to be provided with: Protective footwear Waterproofs Industrial gloves - to be worn when mowing Protective goggles - to be worn when mowing Ear muffs - to be worn when mowing	n/a
	All items to be inspected monthly; the Clerk being notified if replacements needed.	n/a
<u>Information to be provided to user</u>	Operators manual General risk information relating to working alone, driving company vehicles, working near underground and overhead utilities and near water.	n/a
<u>Working with equipment</u>	Ensure blades have stopped rotating and power disengaged before accessing blades. Ensure area to be cut is free from rubble etc. and mark any obstacles prior to cutting. Ensure stability of mower is not compromised on gradients, especially when conditions are damp.	n/a
<u>*****</u>	When such work is outsourced, Councillors need to decide whether each contractor or company needs to submit a risk assessment sheet as part of the quotation. This decision to be made by full council prior to the contract being awarded; the criteria to take account of the size and nature of the work involved and whether the contractor has adequate public liability insurance.	

# TISBURY PARISH COUNCIL

## RISK ASSESSMENT: 08

Organisation / Management: Finance

	Probability			Impact			Risk	
	high	medium	low	high	medium	low	high	low
<b>FINANCE:</b>								
Budget setting - Inadequate funding or surplus monies			✓			✓		✓
Budget monitoring - under or over expenditure		✓			✓			✓
Lack of procedural knowledge - VAT, precept application, payroll			✓	✓				✓
Fraud and theft - cheque signing, income collection and petty cash			✓	✓				✓
Inadequate systems			✓		✓			✓
Procedural queries			✓			✓		✓
Clerk / RFO integrity			✓	✓				✓
Reserves levels; general and allocated			✓	✓				✓
Response to Emergency Situations - pandemics, weather events etc		✓		✓			✓	

### PERSONS AT RISK:

Councillors  
Wiltshire Council  
Council Tax Payers

ACTION REQUIRED:		ACTION?
<u>Budget setting</u>	Draft figures presented at October interim meeting followed by at least 2 subsequent Full Council meetings.	RFO / Clerk
<u>Budget monitoring</u>	Minimum of quarterly monitoring at Full Council meetings.	RFO / Clerk
<u>Lack of procedural knowledge</u>	RFO/Clerk to make full use of training/advice offered by WALC, WC, SLCC and HMRC.	RFO / Clerk
<u>Fraud and theft</u>	Minimum of 2 councillors to authorise each payment; RFO to approve invoice. Issue receipts at time of cash collection.	P.Cnllrs/ RFO RFO / Clerk
<u>Inadequate systems</u>	Appoint competent Internal Auditor.	Full Council
<u>Procedural queries</u>	Consult WALC for indemnified advice.	RFO / Clerk
<u>Clerk / RFO integrity</u>	Collection of written references. Fidelity insurance.	Outgoing Clerk
<u>Level of General Reserves</u>	General and allocated reserves to be reported at the Annual Meeting of the Council and October budget meeting as a minimum; P.Cnllrs to revisit the necessity of the allocated reserves; general reserves to be at least 35% of annual precept; c.f. response to emergency situations.	Finance P.Cnllr with RFO
<u>Response to Emergency Situations - pandemics, weather events, cyber attacks etc</u>	Council to work towards gaining the General Power of Competence to ensure minimum restrictions relating to actions required: a) Clerk to have CiLCA qualification or gain qualification within 4 years of appointment. b) P.Cnllrs to encourage an election following completion of 4 year cycle.	P.Cnllrs/ Clerk
	Create a reserve for emergency situations of approx. 35% of the s137 limit.	P.Cnllrs/ RFO
	Work towards sufficient capacity within general reserves to finance an emergency response up to the s137 limit as a minimum.	P.Cnllrs/ RFO
	Review Scheme of Delegation each year at the Annual Meeting of the Council.	P.Cnllrs/ Clerk

	Increase awareness of potential for both Wiltshire Council and Parish Council susceptibility to a cyber attack limiting access to funding.	ALL
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## TISBURY PARISH COUNCIL

RISK ASSESSMENT: 09

Organisation / Management: Children's Play areas

<u>CHILDREN'S PLAY AREAS</u>	Probability			Impact			Risk	
	high	medium	low	high	medium	low	high	low
Surface condition	✓			✓			✓	
Fall height	✓			✓			✓	
Fencing		✓			✓			✓
Obstructions		✓			✓			✓
Entrapment		✓		✓				✓
Dog fouling	✓			✓			✓	
Sharp edges		✓		✓			✓	
Equipment condition			✓		✓			✓
Signage			✓			✓		✓
Access/traffic hazard		✓			✓			✓
*Not in PC control	✓			✓			✓	

**PERSONS AT RISK:**

all users of facilities

<b>ACTION REQUIRED:</b>		<b>ACTION?</b>
<u>Inspections</u>	The Clerk to have full responsibility for the actions necessary resulting from the annual safety inspection following approval from P.Cnllrs.	Document in the minutes.
	Appoint a Councillor or Officer responsible for weekly inspections of play areas and maintaining an auditable check list, to be presented at full Council meetings for recommendation and action.	AGM Noted in the minutes and original inspection sheets filed and kept.
	Provide a clear, comprehensive check list against which weekly inspections can be made, *****.	Clerk
	Provide relevant and continuing training for those responsible for play areas	Full Council to approve training identified by the Clerk.
<u>Maintenance actions</u>	Establish a register of stockists and maintenance trades people for principal items needing attention or replacement.	Clerk
	Appoint a Councillor/contractor responsible for immediate maintenance as required.	Clerk
	Allocate a minor maintenance budget for play areas under the control of the Clerk responsible for urgent maintenance.	AGM - Finance Regs
<u>Reporting</u>	All checks, recommendations, actions and funding issues resulting from weekly and annual inspections to be reported monthly at full Council meetings.	Clerk



**PERSONS AT RISK:**

Parish Clerk  
Councillors

<b>ACTION REQUIRED:</b>		<b>ACTION?</b>
<u>Violence from callers</u>	All callers to make an appointment in advance. Mobile 'phone and / or landline to be available. Contact to know whereabouts of Clerk.	Contact details for Clerk to be easily accessible in local magazine, Notice Board and website.
	Planned meetings to be held in public places and notified to P.Cnllrs in advance	Clerk to maintain contact / be in sight with Cnllrs or public
	'Open Office' times to be strictly observed with a minimum of 2 people to be present at all times.	30 minutes before any PC meeting to be advertised on agendas
<u>Emergencies within the hall complex</u>	Door to be open at all times when working in the office. Window to be open as required.	Noted by all users.
	Check that fire fighting equipment available and passage out clear of any obstacles.	Noted by all users
<u>Number lock on door</u>	Assess the necessity for locking the Parish Office. Consider other measures to prevent lack of access issues.	Check that the door can be opened from inside.
<u>Manual handling</u>	Provide course on lifting as required. No lifting while working alone.	Parish Council Personal responsibility

# TISBURY PARISH COUNCIL

## RISK ASSESSMENT: 11

Work Place / Activity: Public Toilets

	Probability			Impact			Risk	
	high	medium	low	high	medium	low	high	low
<b><u>PUBLIC TOILETS:</u></b>								
Personal hygiene of cleaner		✓		✓				✓
Working in a confined space	✓				✓			✓
Working out of sight	✓			✓				✓
Risk of electrocution			✓	✓				✓
Working on wet floors		✓			✓			✓
Working at height (to access windows and tiles)		✓			✓		✓	
Working with bleach and similar cleaning materials		✓		✓				✓
Non-compliance with Health & Safety Legislation			✓	✓				✓

### PERSONS AT RISK:

General Public - d and e.

Public Toilet Cleaner - a, b, c, d, e, f and g.



<b>ACTION REQUIRED: (Above all use common sense!)</b>		<b>ACTION?</b>
<u>Cleaner protection</u>	Cleaner to be provided with: Protective footwear and gloves Hand sanitizer Protective goggles - to be worn when pouring chemicals	Clerk reminds to be mindful of H&S
	All items to be inspected weekly; the Clerk being notified if replacements needed.	Cleaner - as appropriate.
	Door to cupboard housing electrical supply to be kept secure at all times other than when access required. Door not be left unlocked unless in view of PC employee or contractor. Second person available in vicinity when cupboard open for any reason. Entry with dry hands only.	Not to be opened by casual staff - key removed from set.
	External doors to be open at all times when working inside (where possible).	
<u>Information to be provided to Cleaner</u>	Job description detailing duties and responsibilities. Location of work areas. General risk information relating to working alone and in public areas. Safe Working Practices to be documented / COSHH assessments to be available. Induction training for any other employee/contractor covering cleaning duties.	Clerk as immediate line manager.

<u>Dependable equipment</u>	Ladder steps (with rubber feet) not to be used when floor wet and only when another person present.	Clerk to remind periodically.
<u>Employee welfare</u>	Cleaner to meet bi-monthly with the Parish Clerk (as line manager).	Arranged during usual working hours.
<u>Public safety</u>	Remove excess water after cleaning floor. Storage cupboard for cleaning materials to be left locked when access not required. Warning notices in place for wet floors.	

# TISBURY PARISH COUNCIL

RISK ASSESSMENT: 12

Organisation & Management: Employee Management

	Probability			Impact			Risk	
	high	medium	low	high	medium	low	high	low
<b>EMPLOYEES:</b>								
Proper process for recruitment of Employees			X	X				X
All Employees to be salaried			X	X				X
Pension arrangements to be determined by national legislation		X		X				X
Employees to be aware of all relevant policies		X			X			X
Employees to be aware of workplace hazards and risks	X			X				X
Employees to be suitably qualified and receive appropriate training	X				X			X
Employee appraisals		X		X				X

**PERSONS AT RISK:**

General Public - f

Employees - c,d,e,f,g

Parish Council - a,b,c,d,e,f,g

<b>ACTION REQUIRED:</b>		<b>ACTION?</b>
Recruitment of Employees	Proper process for recruitment of Employees	Document in procedure manual
	Employees to be suitably qualified and receive appropriate training	Covered in induction and subsequent appraisals (annual)
Employees conditions of employment	All Employees to be salaried	Payment must be made through payroll system
Information provided to Employees	Pension arrangements to be determined by national legislation	Auto enrolment completed March 2016; Re-enrolment actioned on 01.04.2019.
	Employees to be aware of all relevant policies	A listing of available policies in the RR to be circulated.
	Employees to be aware of workplace hazards and risks	Specific job related risk assessments to be issued

