

Document Control

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CAISTOR ST EDMUND & BIXLEY PARISH COUNCIL

DYNAMIC RISK ASSESSMENT (DRA) FORM

(To be completed on site before or during works if conditions change)

1. Basic Details

- **Parish Council:** _____
- **Location of Activity:** _____
- **Description of Task:** _____
- **Date:** _____
- **Time:** _____
- **Completed by:** _____

2. Initial Situation Check

Before starting work, consider:

- Weather conditions (wind, rain, ice, heat)
- Ground conditions (uneven, slippery, hidden hazards)
- Presence of public
- Traffic nearby
- Lone working
- Condition of equipment
- Personal fitness to undertake task

Are conditions safe to proceed?

- YES
- NO – Stop work and report to Clerk

3. Identify Immediate Hazards

List any hazards identified that were not covered in the standard risk assessment:

Hazard Identified Who Might Be Harmed? Control Action Taken

4. Control Measures Implemented

Dynamic Risk Assessment (DRA)

Tick all that apply:

- Work area cordoned off
- Public warned / redirected
- Additional PPE worn
- Work postponed due to weather
- Additional person requested to assist
- Equipment changed or repaired
- Task modified to reduce risk
- Work stopped completely

Details (if required):

5. Decision

After implementing controls, the task is:

- Safe to proceed
- Safe to proceed with monitoring
- Not safe – Work stopped

If stopped, who was informed?

6. Incident / Near Miss (If Applicable)

Was there an incident or near miss?

- No
- Yes – Complete Incident Report Form

Details:

7. Signature

I confirm that I have assessed the risks dynamically and taken appropriate action.

Name: _____

Signature: _____

Date: _____

How This Should Be Used

A Dynamic Risk Assessment is:

- Completed **on site**
- Used when conditions change
- Used for unexpected hazards
- A short, practical decision-making record