

RISK ASSESSMENT FORM

Reference Number:	RA1	Assessor Name:	Sharon Maxwell		Manager Name:	Ellen Cavanagh		
Department:	Democratic Services	Assessor Signature:	<i>S Maxwell</i>		Manager Signature:	<i>E Cavanagh</i>		
Section:	Committee and Mayor and Member Services	Assessor Designation:	Democratic Services Officer		Manager Designation:	Lead Democratic Services and Improvement Officer		
Task:	Councillor Role	Date Completed:	07/12/17		Change of Equipment:	Periodic Review:		
Reason for Assessment: (X)	Initial Assessment: V	Accident/ Incident:	Change of Process:	Change of Location:	Document Review:	Change of Equipment:	Periodic Review:	
No:	Description of Hazard	Persons Exposed E, P, C, or V	Initial Risk Rating P x C = R	Hierarchy Of Control	Existing Control Measures	Risk Rating P x C = R	Additional controls necessary	
01	Injury to employees, public or contractors due to inadequate Health and Safety and Wellbeing processes in Council.	E,P,C,V	4	4	16	1,2,3,4,5	Councillors provided with an awareness session on their responsibilities in relation to HS&WB and OHSAS 1 8001. Members to monitor implementation of HS&WB processes at AAR Committee. In addition to this any H&S specific projects will be reported through the relevant directorate committees. Corporate HS&WB Committee in place. H&S E Learning courses available to Councillors. Councillor HS&WB Handbook developed.	An additional awareness session for those Members who were unable to attend the previous session on HS&WB and OHSAS 1 8001 has been scheduled for 19 January 2018 at 11am.

01 Use of Display Screen Equipment	E	3	2	6	3,4	Dedicated workstation in each Party/Independents Room, adjustable chair, adjustable screens, and adjustable key boards. Display Screen Equipment risk assessment can be completed on request. E learning course available on Display Screen Equipment.	2	2	4	None
02 Slips, Trips & Falls	E	3	2	6	4,3	E Learning training available on Health & Safety awareness. Good housekeeping applied in Council buildings; cables for computers are located under desks out of way, walkways and areas around desks kept clear from obstructions. Whilst in their area of work, members must report any defect or issue to the premises manager as and when they may arise.	2	2	4	None
03 Electrical Shocks	E	3	3	9	1,2,3	All office equipment is tested via internal electrical management procedures i.e. PAT testing and Fixed Wiring inspections.	2	2	4	None

04	Fire	E	3	4	12	3,4	<p>Fire risk assessments completed for Council buildings. Fire Alarms installed and maintained in all buildings. Corporate fire evacuation procedure and testing in place. Evacuation Drills carried out.</p>	2	4	8	<p>Schedule fire evacuation drill involving Councillors.</p>
05	<p>Accidents whilst Travelling to and from Meetings</p>	E,P	3	4	12	4	<p>Confirmation that Councillors have valid Driving Licences, car MOT and up to date car Insurance with business use. Members can take short breaks during a long meeting to prevent tiredness when driving home after a meeting. Members are reminded that they must report any accident or incident immediately to the Member and Mayoral Services Office.</p>	2	4	8	<p>A Driver Declaration Form is being developed corporately and once agreed, Members must sign this on an annual basis for driving on Council business.</p>
06	<p>Injury from attacks by public for Lone Working in Harbour House</p>	E	3	3	9	4	<p>Card access for front door. Public access only possible through staff/Councillor opening door/ automated door release. Cameras installed in building. An alert telephone call can be made to Guildhall staff if assistance is required.</p>	2	3	6	<p>None</p>

07	Injury to person when attending Site Meetings	E	3	3	9	4,5	Councillors accompanied by either the applicant/their representative or a Planning Official who is familiar with the landscape.	2	3	6	An order for Members PPE has been placed i.e. hard hat, safety shoes and high vis vest.
08	Physical Injury from Members of the Public attending Council Meetings in Guildhall.	E	3	2	6	4,5	Guildhall staff on duty at all times; collective connection via two way radios. Council Meetings webcast. Designated separate gallery for the public.	2	2	4	None
09	Stress	E	4	2	8	4	E Learning courses available to Councillors on Stress Awareness, Mental Health Awareness, Personal Resilience, Healthy Lifestyles, Emotional Intelligence and Drugs and Alcohol Awareness. Individual needs identified through PDP process and specific courses can be arranged on request. Councillors also have access to Be Well initiatives; Health Scheme and discounted Leisure Centres membership. Support from Political Parties to develop coping strategies to manage workload.	3	2	6	None

Probability	Consequence	Risk Rating	Further Actions – Hierarchy of Controls
5 = Probable	5 = Catastrophic	25 – 20	1. Elimination
4 = Likely	4 = Fatality	19 – 15	2. Substitution
3 = Possible	3 = Major injury	14 – 9	3. Engineering Controls
2 = Unlikely	2 = Minor injury	8 – 3	4. Signage/warning and/or admin controls
1 = Remote	1 = Insignificant	2 – 1	5. Personal protective equipment

E = Employees, P = Public, C = Contractors, V = Visitors

