

Sheet RA 1

RISK ASSESSMENT FORM

Reference Number:	Democractic Services	Assessor Name:	Sharon Maxwell	Manager Name:	Ellen Cavanagh
Department:	Member Services	Assessor Signature:	<i>S Maxwell</i>	Manager Signature:	<i>E Cavanagh</i>
Section:	Role of Councillor	Assessor Designation:	Democractic Services Officer	Manager Designation:	Lead Democractic Services and Improvement Officer
Task:		Date Completed :	5 October 2020	Document Review:	Change of Equipment: Periodic Review: X
Reason for Assessment: (X)	Initial Assessment:	Accident/ Incident:	Change of Process: x	Change of Location:	Document Review:
No:	Description of Hazard	Initial Risk Rating P x C = R	Hierarchy Of Control	Existing Control Measures	Risk Rating P x C = R
		Persons Exposed E, P, C, or V			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	3	12	1,2,3,4,5	Councillors provided with an awareness session on their responsibilities in relation to HS&WB and OHSAS 45001. 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. IOSH guidance document briefed and issued to Members; 'Think about Health and Safety – What Elected Members of Local Authorities need to know'.	2	3	6	None
02	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

03	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 when they may arise.	2	2	4	None
04	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	3	6	None
05	Fire	E	3	4	12	3,4	Fire risk assessments completed for Council buildings. Fire Alarms installed and maintained in all buildings. Corporate fire evacuation procedure and testing in place.	2	4	8	None

06	Accidents whilst Travelling to and from Meetings	E,P	3	4	12	4	Confirmation that Councillors have valid Driving Licences, car MOT (exemptions during Covid – 19) and up to date car Insurance with business use. Members responsible for maintenance of their vehicle. Breaks are built into long meetings to prevent Member tiredness when driving home after a meeting. When undertaking long journeys, Members to take breaks as necessary. Facility for overnight hotel stays when a conference finishes late in the evening and the Member has a long distance to travel home. Members are reminded that they must report any accident or incident immediately to the Member and Mayoral Services Office.	2	4	8	None
07	Injury from attacks by public for Lone Working in Harbour House	E	3	3	9	4	Card access for front door of Harbour House and 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.	2	3	6	None

<p><b>08</b></p> <p>Injury from attacks when attending meetings in other venues.</p>	<p>E</p>	<p>3 3 9</p>	<p>4</p>	<p>Members advised to always carry out some basic checks on all individuals who they intend to have a meeting with. Do not attend someone's home unless you have good knowledge of the individual and are assured for your safety. Where possible aim to meet in an office/public building which is manned. Always advise your colleagues/family of who you are meeting, the venue and your estimated return time. Always carry your mobile phone with you and ensure it is charged.</p>	<p>2 2 4</p>	<p>2 2 4</p>	<p>None</p>
<p><b>09</b></p> <p>Injury to person when attending Site Meetings</p>	<p>E</p>	<p>3 3 9</p>	<p>4,5</p>	<p>Councillors accompanied by either the applicant/their representative or a Planning Official who is familiar with the landscape. PPE provided to Members. Site visits currently suspended during Covid.</p>	<p>2 3 6</p>	<p>2 3 6</p>	<p>None</p>

10	Physical injury from Members of the Public attending physical Council Meetings.	E	3	2	6	4,5	Senior staff on duty at all times; collective connection via two-way radios in Guildhall; Council Meetings webcast. Designated separate galleries for the public with physical barrier and access control procedure in place. In meetings in Strabane Chamber, speakers seated to right hand side of Chair, providing unhindered exit via the Mayors Parlour for Members if required.	2	2	4	None
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<p>11</p> <p>Stress due to nature and volume of work</p>	<p>5</p> <p>2</p> <p>10</p> <p>4</p>	<p>E</p>	<p>Learning courses available to Councillors on Stress Awareness, Mental Health Awareness, Personal Resilience, Healthy Lifestyles and Emotional Intelligence. Individual needs identified through PDP process and specific courses can be arranged on request.</p> <p>Councillors also have access to Be Well initiatives and Health Scheme.</p> <p>Support from Political Parties to develop coping strategies to manage workload.</p> <p>Stress Management course provided to Members.</p> <p>Limit placed on duration of Planning Committee to 4 hours. Comfort/Food breaks built into Council and Planning Meetings that are long in duration.</p>	<p>3</p> <p>2</p> <p>6</p>	<p>Review of Standing Orders will provide opportunity for Members to ascertain if any changes in procedures can be made which would reduce the duration of Council meetings.</p>
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<p>Illness through contracting Corona Virus</p>	<p>E</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>1,4,5</p>	<p>Follow advice from Council directed by PHA, Dept. of Health, WHO.  Member participation in Council briefings.  Council has implemented appropriate measures throughout its facilities aimed at preventing the spread of Covid - 19 i.e. Social distancing; handwashing; signing in at venues (where facility available) to facilitate contact tracing; wearing of coverings/masks within public areas of council facilities is strongly advised; and the facility to hold virtual meetings as opposed physical meetings.  Continual review of the risk associated with holding physical meetings and where this risk is deemed to be heightened, then virtual meetings will be held.  In respect to physical meetings the following measures have been developed and</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Continually review all measures and amend as required in light of ongoing advice and guidance.</p>
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