

Risk Assessment Form - This risk assessment consists of three sections

Assessment Reference No.	BG/RA10/V1	Area or Activity Assessed	Meet Your Councillor's Event (Every first Saturday of the month and Town Council stalls at town events)	Total no. of continuation sheets used:
Assessment Date	Oct 2024			
Persons who may be affected by the activity (i.e., are at risk)	Council Members (including other staff unless stated otherwise), Public and Contractors			6

SECTION 1: Hazard and Risk Controls

No	Hazard/Work Description	Existing controls in place to reduce risk (you must check that these controls are actually working)	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
1.	General Hazards	<ul style="list-style-type: none"> This Risk Assessment should be read by each Council Member that attends the event Roles and responsibilities to be made clear to each attending member on the day of the event by discussions held prior to the start time. General H&S Policy and Procedures will apply to each attending member. All members should assess the working area for any potential hazards, trips, falls that may cause an accident. Members will be required to wear sensible footwear with good grip. Table, chairs and any other equipment must be placed on a level surface in a location where public can see them. Do not create a trip hazard with any equipment in a public space 	3	2	6				
2.	Violence and Aggression from the public and other high street users.	<ul style="list-style-type: none"> Do not engage in any confrontational behaviour with the public or other high street users. All members to record key information description of individuals, time, date and who is working at the event in a situation of any anti-social behaviour accruing and report directly to the Police and Chairman of the Town Council. 	4	2	8				

No	Hazard/Work Description	Existing controls in place to reduce risk (you must check that these controls are actually working)	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> • Guildhall to be informed if there is a change to the scheduled plan. • Mobile phones to be carried by all members wherever possible for use in an emergency. • Record any incident or ongoing problems that occur on the day. • Step away from the area as far as possible to defuse the situation. • Members awareness and judgement to be used. • Members to have confidence to leave when uncomfortable or to take the correct action appropriate. Call 999 • Code word to alert colleagues of a risky situation where assistance is required. (Glanville). 							
3.	Risk posed to the General Public	<ul style="list-style-type: none"> • All members to be aware of the working area to avoid creating trips, slips and fall hazards to colleagues, members of the public and other high street users. • Equipment and banner(s) to be securely erected to ensure safety. Any near misses or recommendations to improve the Meet Your Councillor's layout/setup to be reported to Service Delivery Department or the Town Clerk 	4	2	8				
4.	Meeting with general public	<ul style="list-style-type: none"> • Members should be able to recognise potentially confrontational customers and not engage. • When meeting with angry members of the public, if comfortable to take them to one side away from the working area. • Two members may be required for particularly problematic discussions. • If members feel threatened, they will remove themselves from the area asking the member of public to leave. • Police will be called if required (999). • Members need to be aware of risks posed by approaching dogs and not to stroke or bend down to them. This is to avoid injury. 	3	2	6				

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			S	P	R		S	P	R
5.	Welfare	<ul style="list-style-type: none"> There must be more than 1 member attending the monthly sessions for safeguarding purposes. Welfare facilities will be made available to members at the Guildhall. There are also public toilets available (Belle Vue/Alexandra Square). Regular breaks will be taken. Do not stand for long periods. A First Aid kit needs to be with the members during the event. 	3	2	6				
6.	Manual handling	<ul style="list-style-type: none"> Staff to follow safe manual handling procedures, and not to left heavy loads. Make the load smaller or use lifting aids such as stack trucks if required. Members should not be lifting and carrying any heavy equipment, boxes or tables. When setting up or dismantling the work area care should be taken to avoid bending and lifting. Our Service Delivery Team will help with the setting up, dismantling and transporting of equipment. 	4	2	8				
8.	Adverse weather conditions	<ul style="list-style-type: none"> Members will agree and contact the duty Service Delivery for assistance if they wish to stop the event during adverse weather conditions. Senior Managers will assess potential weather warnings and agree when services are suspended. 	2	2	5				
Name of Assessor(s)		I BOVIS	Signed <i>I Bovis</i>			Position	Service Delivery Manager	Review date	23/10/2024

I confirm that this risk assessment is an accurate reflection of the risks and controls in place and that the additional controls identified will be provided
YES

SECTION 2: ASSESSEMENT REVIEW RECORD

If significant changes are made a new risk assessment form must be completed.

Date of review	Name of Reviewer	Signature	Comments	Next review date

SECTION 3: Tables

Severity

CATEGORY	Example – for guidance only	Score
INSIGNIFICANT	None or only insignificant injuries, health effects, damage or disruption to work.	1
MINOR	Minor injuries or health effects - cuts, bruises, mild skin irritation, mild aches and pains – requiring first aid only. Minor property damage or disruption to work.	2
MODERATE	More serious injuries or ill-health requiring time off work or a hospital visit, e.g., burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious	3

Probability

CATEGORY	Example – for guidance only	Score
VERY UNLIKELY	Good control measures are in place. Controls do not rely on a person using them (i.e., personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
UNLIKELY	Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.	2
POSSIBLE	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.	3

	property damage or disruption. Short-term stress-related absence.	
MAJOR	Broken limbs, amputations, long-term health problems or absence resulting from work. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work.	4
FATAL/ CATASTROPHIC	Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses.	5

LIKELY	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.	4
ALMOST CERTAIN	No controls in place. Exposure to the hazard is expected to occur in most circumstances.	5

RISK SCORE = Severity X Probability

Risk Level	Low (1-5)	Medium (6-10)	High (11-15)	Very High (16-25)
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