

Risk Assessment Form

Activity: Lone Working/Violence at Work			Assessment Date: 7 Feb 06		Review Date: Jan 10	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Violence - Injury/death	Employee	High risk Activities identified and individually assessed. Communications provided. Log in/out procedure in use. 'No show' procedure in place. Call in system used. Buddy system used. Staff trained to deal with potentially aggressive situations. Key holders instructed not to enter building if called for alarm sounding and is sign of entry. Staff advised of what action to take if approached for valuables. Formal lone working and/or violence at work policy adopted.	High risk Activities identified and individually assessed. Communications provided. Log in/out procedure in use. 'No show' procedure in place. Call in system used. Buddy system used. Staff trained to deal with potentially aggressive situations. Key holders instructed not to enter building if called for alarm sounding and is sign of entry. Staff advised of what action to take if approached for valuables.			
Accident - Injury/death	Employee/Public	Certain high risk activities prohibited if alone e.g. working at height, excavations, electrical work etc. Staff trained in emergency first aid Communications provided. First aid kits available. Log in/out system used. Buddy system used. Call in system used. 'No show' procedures followed.	Certain high risk activities prohibited if alone e.g. working at height, excavations, electrical work etc. Staff trained in emergency first aid Communications provided when appropriate. First aid kits available. Log in/out system used. Buddy system used. Call in system used. 'No show' procedures followed.			
Cash Handling	Employee	SEE SEPARATE CASH HANDLING ASSESSMENT				

Risk Assessment (Continued)

Activity: Lone Working/Violence at Work				Assessment Date: 12 Jan 04		Review Date: Jan 05	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom	
Using equipment - Injury/death	Employees/public	Only trained operatives use equipment. Some equipment use prohibited when lone working All equipment well maintained and recorded as such. Equipment inspected by operative prior to each use. Log in/out procedure used. 'No show' procedure in place. Call in system used. Communications available.	Only trained operatives use equipment. Some equipment use prohibited when lone working All equipment well maintained and recorded as such. Equipment inspected by operative prior to each use. Log in/out procedure used. 'No show' procedure in place. Call in system used. Communications available.				
Assessor's signature:				Clerk's signature			
Date:				Date:			

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Risk assessment form

Activity: Stress at work

Assessment date: Feb 2011

Review date: Feb 2015

Hazard and risk	People at risk	Optional controls	Our controls	Our future controls	Risk level	Target date & by whom
Over/ under work	Employees	<ul style="list-style-type: none"> Management monitors all workloads to ensure suitable amount for employees. Workload monitored to ensure adequate employee level. Appraisal system addresses workload. 	<ul style="list-style-type: none"> Management monitors all workloads to ensure suitable amount for employees. Workload monitored to ensure adequate employee level. 	<ul style="list-style-type: none"> Appraisal system addresses workload. 		
Lack of training	Employees	<ul style="list-style-type: none"> Appropriately qualified employees appointed as per role requirements. Training needs addressed as per role and individual. Appraisal system addresses training requirements. Employee requests for training are fully considered by management. Management reviews effectiveness of training provided. Records of all training kept. 	<ul style="list-style-type: none"> Appropriately qualified employees appointed as per role requirements. Training needs addressed as per role and individual. Employee requests for training are fully considered by management. Management reviews effectiveness of training provided. 	<ul style="list-style-type: none"> Appraisal system addresses training requirements. Records of all training kept. 		
Public <ul style="list-style-type: none"> Expectations. Conflict. Violence. 	Employees	<ul style="list-style-type: none"> Notices of intentions are posted in the town. Complaints from members of the public are handled seriously and there is a complaints procedure. The local council holds regular public meetings/sessions. The public are regularly consulted on local council activities. Training will be given in recognising threatening situations i.e. body 	<ul style="list-style-type: none"> Notices of intentions are posted in the town. Complaints from members of the public are handled seriously and there is a complaints procedure. The local council holds regular public meetings/sessions. The public are regularly consulted on local council 	<ul style="list-style-type: none"> “Zero tolerance” policy in place to support employees. 		

		<p>language and dealing with aggressive situations etc. should this prove necessary.</p> <ul style="list-style-type: none"> • “Zero tolerance” policy in place to support employees. 	<p>activities.</p> <ul style="list-style-type: none"> • Training will be given in recognising threatening situations i.e. body language and dealing with aggressive situations etc. should this prove necessary. 			
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Risk assessment (continued)

Activity: Stress at work				Assessment date: Feb 2011	Review date: Feb 2015	
Hazard and risk	People at risk	Optional controls	Our controls	Our future controls	Risk level	Target date & by whom
Working relationships, employees and councillors	Employees	<ul style="list-style-type: none"> • Employees are encouraged to notify management of problems. • Management have an ‘open door’ policy. • Employee meetings held when required. • Any relationship problems suitably addressed. 	<ul style="list-style-type: none"> • Employees are encouraged to notify management of problems. • Management have an ‘open door’ policy. • Employee meetings held when required. • Any relationship problems suitably addressed. 			
Lone working	Employees	<ul style="list-style-type: none"> • SEE LONE WORKING RISK ASSESSMENT. • Two employees in office at most time. • Employees to keep diary system for all activities. • Management monitors work and employees on regular basis. • Mobile telephones provided for peripatetic workers. 	<ul style="list-style-type: none"> • SEE LONE WORKING RISK ASSESSMENT. • Two employees in office at most time. • Employees to keep diary system for all activities. • Management monitors work and employees on regular basis. • Mobile telephones provided for peripatetic workers. 			

Reorganisations	Employees	<ul style="list-style-type: none"> • Reorganisations are kept to a minimum to avoid disruption. • Employees consulted on all reorganisations. • Any changes implemented over a lead-in period. 	<ul style="list-style-type: none"> • Reorganisations are kept to a minimum to avoid disruption. • Employees consulted on all reorganisations. • Any changes implemented over a lead-in period. 			
Change of duties	Employees	<ul style="list-style-type: none"> • Changes in duties are kept to a minimum. • Any change is implemented over a lead-in period. • Employees provided with new job descriptions. • Employees consulted on all change of duties. 	<ul style="list-style-type: none"> • Changes in duties are kept to a minimum. • Any change is implemented over a lead-in period. • Employees provided with new job descriptions. • Employees consulted on all change of duties. 			
Assessor's signature:			Clerk's signature:			
Date:			Date:			

**This model document is intended as an example only. Councils
Will need to consider the content carefully and adapt it to meet
Their individual circumstances.**



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