



RISK ASSESSMENT RECORD

Service Unit / Team:	Communities Team	Assessor/s:	Cat McMillan	Reference:	
Activity Assessed:	Consultation on draft principles for the development of a Community Engagement & Consultation Strategy.	Date:	November 2019		
		Review Date:	n/a		
Hazards identified	Who might be harmed and how	Existing control measures	Further action required		
			Action	By when	Person responsible
Violent/aggressive members of the public	Staff; members of the public- verbal or physical aggression.	Community team staff are trained in dealing with aggressive individuals; Community staff are all very experienced in working with members of the public and dealing with difficult individuals.	Staff to work in pairs to an agreed consultation schedule. Staff to have work mobile phones to call for assistance if required.	immediately	All staff
Exposure to bad weather when undertaking consultation in public locations such as parks.	Staff; members of the public-consultation runs Jan to Mar so there is an increased possibility of bad weather (snow, ice, rain, winds etc)	Staff to monitor weather conditions and adjust the consultation schedule as necessary.	Appropriate branded clothing to be provided by management (fleeces, coats etc)	Jan 2020	Manager
Erection and dismantle of the BCP Council gazebo	Staff; members of the public- through incorrect handling of the gazebo.	All staff provided with clear instructions on operating the gazebo. All staff have experience in using gazebos for events. A minimum of two staff to handle the gazebo due to its weight.	Staff to use weights to steady the gazebo legs.	Jan-Mar 2020	All staff.
Slips, trips and falls	Staff; members of the public- gazebo legs/weights, chairs.	Ensure all equipment is visible and reduce any immediate risks when setting up the gazebo.	n/a	Jan-Mar 2020.	All staff