

GENERAL RISK ASSESSMENT



ASSESSMENT TITLE:	Committee meetings attended by Members of the public.	SERVICE AREA:	
ASSESSMENT DATE:		ASSESSED BY:	
DATE ALL ADDITIONAL CONTROLS IMPLEMENTED		SIGNATURE:	
REVIEW DATE:		SERVICE MANAGER:	
SERVICE:		SIGNATURE:	

RISK RATING & RESIDUAL RISK

LIKELIHOOD (PROBABILITY)	5. Almost Certain	5.	10.	15	20	25.
	4. Probable	4.	8.	12.	16.	20.
	3. Possible	3.	6.	9.	12.	15.
	2. Possible (Under unfortunate circumstances)	2.	4.	6.	8.	10.
	1. Rare	1.	2.	3.	4.	5.
	1. Minor Injury (No 1st Aid required)	2. Minor Injury (1st Aid required)	3. Injury Requires Hospital Treatment	4. Major Injury resulting in Disability	5. Fatality	

CONSEQUENCES (IMPACT)

Risk Rating is calculated by multiplying the likelihood against the consequences, e.g. taking a likelihood of 4, which is classified as Probable, and multiplying this against a consequence of 2, which is classified as a Minor Injury 1st aid required, would give you an overall risk rating of 8, which would be risk rated as a medium risk. Residual risk is the risk left after adding additional control measures.

High risk equals 16 to 25.

High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

Medium risk equals 8 to 15.

Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period. Note: Medium risks can be an organisations greatest risk, it's Achilles heel, this due to the fact that they can be tolerated in the short-term.

Low risk equals 1 to 6.

Low Risks are largely acceptable, subject to reviews periodically, or after significant change etc.

HAZARDS IDENTIFIED	CONSEQUENCES	WHO IS AT RISK?	EXISTING CONTROL MEASURES	RISK RAT. (1 - 25)	ADDITIONAL CONTROL MEASURES	RES. RISK (1-25)
<p>Aggression towards staff and members from disgruntled members of the public or applicants and/or their representatives.</p>	<ul style="list-style-type: none"> ● Verbal abuse aimed at Council Officers and Members. ● Physical violence towards Council Officers and Members. ● Threats and intimidation towards Council Officers, Members, and other members of the public. ● Verbal abuse and physical violence between opposing members of the public. ● Demonstrations and aggressive actions at meetings by members of the public that could result in significant damage to the meeting venue or injury to those attending. 	<ul style="list-style-type: none"> ● Council Officers ● Members ● MOTP 	<ul style="list-style-type: none"> ● Committee chairs and lead officers / advisors to assess up and coming meetings to identify meeting that may have controversial agendas that could result in disruption at the meeting. This enables a suitable venue to be chosen for the meeting. ● When advertising meetings that are open to members of the public, provide suitable and sufficient information on the topics under discussion well before the meeting is held. Encourage members of the public to confirm attendance if possible. ● Chair's introduction at the committee to include a guide to how the meeting will be run i.e. a meeting in public rather than a public meeting, confirm who can speak, arrangements for questions etc. where appropriate. For Planning Committee this could include information about the Local Plan, role of decision makers and the role of applicants and agents. ● When setting up the venue for the meeting ensure a clear demarcation line between Council Officers and Members and MOTP is maintained throughout the meeting. ● Identify an alternative route out of the meeting room that will allow safe egress for Council Officers and Members if meetings become disruptive and threaten their safety. ● Chair to be supported by lead officers / advisors if meeting become so disruptive a decision is made to adjourn the meeting. ● Council Officers who are presenting controversial or sensitive items at a meeting should not leave the venue until such a time that third parties who have attended the meeting have had sufficient time to leave the venue first. ● ● For particularly sensitive items where there is a known threat to Member, officer or public safety, security guards or the Police will be requested to attend the meeting or to attend in the vicinity of the meeting room. ● Provide training for members on meeting etiquette so that any Member comments made are not likely to inflame the situation, particularly if the subject under discussion is sensitive or controversial. 	6	<ul style="list-style-type: none"> ● Sustained focus on horizon scanning for controversial issues to enable additional safety measures and briefings etc. where appropriate. ● Continue to adjust processes and learn from other authorities to minimise risk ● Continue to review the Member Development Programme with the Member Development Group to ensure members have relevant training to enable safe and sound decision making ● Utilise Member E-bulletin to provide key messages including reminders about meeting etiquette and health and safety 	

<p>Venue overcrowded by members of the public.</p>	<ul style="list-style-type: none"> • Intimidation of Council Officers and Members. • Disruption of meeting. • Obstruction of safe evacuation in the event of an emergency. • Risk of spread of viral infections. 	<ul style="list-style-type: none"> • Council Officers • Members • MOTP 	<ul style="list-style-type: none"> • Review the meeting agenda and assess if any controversial or sensitive items are likely to attract large numbers of MOTP. If yes take the following precautions: <ul style="list-style-type: none"> - Chose a venue that can easily accommodate large numbers of MOTP. - When advertising the meeting state that the number of MOTP in attendance will be limited in the interests of health and safety. - Monitor attendance at the entrance to the venue and prevent further entry once the limited number has been reached. - Ensure the venue is well ventilated throughout the meeting. - Ensure walkways and emergency exit routes in and around the venue are identifiable, remain unobstructed, and are at least 1 metre wide. 	<p>6</p>	<ul style="list-style-type: none"> • Sustained focus on horizon scanning for controversial issues to enable additional safety measures and briefings etc. where appropriate. • Continue to adjust processes and learn from other authorities to minimise risk • For controversial issues request a media / social media review by Communications to build awareness of potential risks 	
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