

Bacton Parish Council Workplace Bullying Risk Assessment

Risk Assessment:

Severity: 1. Slight (minor injury, first aid required). 2. Moderate (minor injury, first aid/medical attention). 3. Serious (injury, medical attention, 7 day absence). 4. Major (serious injury/death). 5. Catastrophic (number of casualties/deaths).			Severity							LOW (1-4): May be ignored MEDIUM (5-9): Control measures Required HIGH (10+): Design out if possible
			1	2	3	4	5			
	Probability	5	5	10	15	20	25			
		4	4	8	12	16	20			
		3	3	6	9	12	15			
		2	2	4	6	8	10			
		1	1	2	3	4	5			

Hazard	Potential injury....	Initial Assessment			Control Measure	Residual Assessment		Monitoring and Further Action Required	
		Probability	Severity	Risk		Probability	Severity	Risk	
Bullying	Effects on physical health, (e.g. raised blood pressure) Effects on mental health, (e.g. stress, anxiety, depression) Isolation	1	5	5	The Parish Council is committed to ensuring that the place of work is free from bullying and that all staff have the right to be treated with dignity and respect at work. There is a written policy on the prevention of workplace bullying and all staff and	1	3	3	

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	Low morale			members are aware of the policy and have access to this information. All new staff, permanent or temporary receive a copy of the policy Employees and members are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying. Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant. Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned. Bullying at work by others such as contractors, is not to be tolerated and action will be taken to support the staff in accordance with the anti-bullying policy and the Parish Councils code of conduct. A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary				
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					procedures Where bullying is found, or where improper conduct that is not bullying is found, sanctions will be put in place to both stop the behaviour, prevent it from re-occurring and ensure the person behaving that way alters their behaviour and is monitored in accordance with disciplinary procedures The victim will be offered appropriate support.				
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