

Wickham Skeith Parish Council

Workplace Bullying

Adopted: Minute reference:

<p>The following risks apply to all activities carried out when handling and installing Speed Indicator Devices adjacent to highway.</p>	<p>Severity:</p> <ol style="list-style-type: none"> <li>Slight (minor injury, first aid required).</li> <li>Moderate (minor injury, first aid/medical attention).</li> <li>Serious (injury, medical attention, 7day absence).</li> <li>Major (serious injury/death).</li> <li>Catastrophic (number of casualties/deaths).</li> </ol>			<table border="1"> <tr> <td></td> <td colspan="5">Severity</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td rowspan="5">Probability</td> <td>5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20 H</td> </tr> <tr> <td>3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>						Severity						1	2	3	4	5	Probability	5	5	10	15	20	25	4	4	8	12	16	20 H	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5	<p>Low (1-4): May be ignored</p> <p>Medium (5-9): Control measures Required</p> <p>High (10+): Design out if possible</p>		
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<b>Hazard</b>	<b>Potential injury</b>	<table border="1"> <tr> <th colspan="3">Initial Assessment</th> </tr> <tr> <th>Probability</th> <th>Severity</th> <th>Risk</th> </tr> </table>			Initial Assessment			Probability	Severity	Risk	<b>Control Measure</b>	<table border="1"> <tr> <th colspan="3">Residual Assessment</th> </tr> <tr> <th>Probability</th> <th>Severity</th> <th>Risk</th> </tr> </table>			Residual Assessment			Probability	Severity	Risk	<b>Monitoring and Further Action Required</b>																																	
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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.	1	3	3	Weekly inspection by Parish Warden, reporting to the Parish clerk for rapid response and making summary reports to regular Parish Council meetings.  Minimise time that safeguarding vehicle is stationary, if on highway.
Bullying	Low morale.	1	5	5	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.	1	3	3	Ensure that site conditions are maintained to an acceptable level, e.g. foliage cut back and a level base for safe and unencumbered use of steps

				<p>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.</p> <p>A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary 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.</p>				
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