

## COVENTRY CITY COUNCIL RISK ASSESSMENT PROFORMA

*(to be completed as a documentary record of risk assessments and signed by managers)*

Risk Assessment Information		Assessment undertaken by			
Reference No.	GR/005	Name:	Liz Read	Date: April 2024	
Directorate:	Legal and Democratic	Position:	Electoral Services Manger		
Section:	Electoral Services	Signature: <i>Liz Read</i>		Review Date: On-going	
Office/work Location:	Canvassing	Area/Activity Assessed: Mobile canvassing			
Summary of significant risks where action required (or state none)	Summary of Additional Controls	Who action allocated to	Date action to be completed	Action completed date	

Reviewed/Approved by Senior Manager	Senior Manager:	Signature:	Date:

<b>HAZARD</b> (what is it that could cause harm)	<b>WHO</b> (who could be affected either directly or indirectly)	<b>HOW</b> (what might be the possible injury/ill health effect from the hazard)	<b>CONTROL MEASURES CURRENTLY IN PLACE</b> (what are you already doing to reduce the likelihood of the hazard causing harm)	<b>ADDITIONAL CONTROL MEASURES</b> (is there anything else that you could do to reduce the risk of injury/ill health further) <b>Include any reference to safe systems of work.</b> <b>Any additional controls must be transferred to front sheet, with actions allocated.</b>	<b>LEVEL OF RISK AFTER ADDITIONAL CONTROLS IMPLEMENTED:</b> Low, Medium, or High
Lone Working/ Confrontation with members of the public	Staff	Violence/Injury	<ul style="list-style-type: none"> <li>- Canvassing is to be done in pairs/teams.</li> <li>- No door-to-door visits will be made after 8pm, or before 8am.</li> <li>- Where possible, make as many visits as practicable during daylight hours, especially at weekends.</li> <li>- Where possible remain at the entrance and in view from the street/public areas.</li> <li>- Wear uniform always and Hi-Viz vest if working in the evening or in weather with low visibility.</li> <li>- Do not take valuables or large amounts of money out with you.</li> <li>- Staff must take a mobile phone out with them and keep it out of view.</li> <li>- If it is perceived that it is unsafe to visit a property for any reason, then no visit should be made. Record actions against the property on the tablet.</li> <li>- Staff should ensure their vehicle (if used) is parked in a well-lit relatively safe spot, adhering to any parking restrictions.</li> <li>- Personal alarms are supplied and should be always carried.</li> </ul>		<p><b>Low</b></p>

Slips and trips	Staff	Bruises, cuts, sprains, or fractures.	<ul style="list-style-type: none"> <li>- Appropriate footwear must be worn.</li> <li>- Do not read or record information whilst walking.</li> <li>- Be alert to trip, and slip, hazards i.e., broken/loose paving slabs, uneven surfaces, wet steps etc.</li> <li>- Care should be taken not to overload the canvass bag with forms/envelopes and round broken down into manageable amounts of forms.</li> <li>- Do not read/record information whilst walking.</li> <li>-</li> </ul>		<b>Low</b>
Aggressive Dogs	staff	Dog bites	<ul style="list-style-type: none"> <li>- Beware of dogs – if there is one loose on the property do not make the call at that time. Call back later or on a different day/time. If the dog presence is still causing concern on second visit, then return the relevant document(s) to the Electoral Services Team with a written note of all the circumstances regarding non-delivery.</li> </ul>		<b>Low</b>
Distances to be walked	Staff	Fatigue/Injury	<ul style="list-style-type: none"> <li>- Allow adequate time for the distance that needs to be covered in any one slot/period.</li> <li>- Staff should be aware of their own capabilities</li> <li>- Break areas into manageable size</li> </ul>		
Hot weather conditions	Staff	Sun Burn	<ul style="list-style-type: none"> <li>- Care should be taken in hot/sunny weather and appropriate sun creams or clothing worn.</li> <li>- Drink plenty of water to keep hydrated.</li> </ul>		<b>Low</b>

Cold weather conditions	Staff	Bruises, cuts, sprains or fractures.	<ul style="list-style-type: none"> <li>- Appropriate footwear must be worn. Flat shoes with non-slip tread are recommended.</li> <li>- Dress appropriately for the weather conditions including gloves etc when required</li> <li>- Advised to take shelter during heavy rain / snow and be extra vigilant during icy conditions.</li> </ul>		<b>Low</b>
Electrical	Staff		<p>Electrical installations and equipment tested in line with CCC policy and guidance.</p> <p>Electrical equipment visually checked prior to use.</p> <p>System in place for reporting and taking faulty equipment out of use.</p> <p>Electrical equipment is only to be used as per the manufacturer's instructions and any corresponding risk assessment.</p> <p>Liquids are kept away from electrical equipment.</p>		<b>Low</b>
Vehicle travel	Staff/Public	Accident/Injury	<ul style="list-style-type: none"> <li>- Relevant documentation for vehicles, Tax. MOT, Insurance</li> </ul>		
Injury to Fingers and Hands	staff	Trapped fingers, minor cuts, and bruises	<ul style="list-style-type: none"> <li>- Visually inspect gates, letterboxes and doors for possibility of causing traps, cuts or splinters.</li> <li>- Report any injuries to Electoral Services within 24 hours.</li> <li>- Beware of dogs – if there appears to be one loose on the property do not make the call at that time. Call back later or on a different day/time. If the dog presence is still causing concern on second visit then report this to the Electoral Services Team.</li> </ul>		<b>Low</b>

Violence and aggression	Canvass Staff	Staff exposed to potentially confrontational situations and experiencing aggressive or violent behaviour towards them	<ul style="list-style-type: none"> <li>- If someone is verbally abusive, keep calm. DO NOT shout or use aggressive/abusive language or behaviour. Leave the property and record against the property on the tablet that the people have been verbally abusive and what was said. (Report this to Electoral Services <u>within 48hrs</u>).</li> <li>- You should only enter a property if you feel that you really need to and you feel safe doing so.</li> <li>- Before entering the property, you MUST phone your team member(s) and let them know the address of the property that you are entering. You should ask them to ring you in 15 minutes to confirm that you are safe if they have not heard from you.</li> <li>- You should ring them as you leave the property.</li> <li>- If they cannot reach you after fifteen minutes, then they should try again several times. If there is still no success, then they should phone the Electoral Services emergency number.</li> <li>- Any known potentially violent persons have been removed from your canvass rounds.</li> <li>- All accidents/incidents (including verbal assault) must be reported to Electoral Services <u>within 24 hrs</u>, they will arrange for the appropriate forms to be completed as necessary.</li> </ul>		Low
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