




## DBC Elected Members Activities Risk Assessment

Title of risk assessment		Members	Service Name: Democratic Services	Manager's Name: Cassy O'Neil	Safe working procedure reference: SWPXXX	Review Date:
Date of Assessment: Ju			Site/Location: The Forum	Group Manager's Name: Farida Hussain	Risk Assessment reference: XXXX	
Name of Risk Assessor						
<b>Activity Description (describe either the activity or subject being assessed):</b> Personal safety of elected Members in their role as Borough Councillors						
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b> <i>(specify date)</i>	<b>Done (✓)</b>
<u>Lone working</u> ;  Assisting constituents may involve lone working situations such as home visits or meetings that may post a personal safety risk	Ward Councillors	Creating a dedicated 'Personal Safety' area on the Council's intranet, signposting Councillors to useful information  Recommend that Elected Members follow the general principles of personal safety as set out in the guide <a href="#">LGU Guide – Personal-Safety-for-councillors-March 2022</a>	Provide mandatory training as part of the Council's Member Development Programme, to highlight the importance of Personal Safety, encourage Elected Members to use their own sense to determine what feels safe versus wrong and provide additional support as required, including formal mechanisms for reporting incidents of concern	Democratic Services (Cassy O'Neil)	December 2022	
<u>Callers to Elected Members' private homes</u>  Personal address and contact details of Ward Councillors displayed on	Ward Councillors	Elected Members have the option to keep their address confidential and use the Council's postal address on their personal details page on the Council's website, rather than publishing their personal home address Recommend that Elected Members	Include information as part of mandatory training on personal safety & measures for a safe home  Produce supporting guidance	Democratic Services (Cassy O'Neil)	December 2022	

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the Council's democracy webpages		consider a separate telephone number specifically for Council business if they do not wish to publicise their home telephone number	documents			
<u>Attendance at meetings:</u>  Attending evening meetings that may finish after dark	Ward Councillors	The majority of formal meetings of Dacorum Borough Council take place at The Forum. There is a button located on the outside of the building that can be pressed to alert the CCTV control room to monitor an individual as they walk back to their car in the Water Gardens.  Elected Members are encouraged to walk to the car park in groups/pairs  Where this is not possible, access is available (on a limited basis) to a secure car park located beneath The Forum	Include information as part of the mandatory training session on parking and general car safety  Produce supporting guidance documents	Democratic Services (Cassy O'Neil)	December 2022	
<u>Online abuse:</u>	Ward Councillors	Creating a dedicated 'Personal Safety' area on the Council's intranet,	Include guidance and information as part of the	Democratic Services (Cassy O'Neil)	December 2022	

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Elected Members may be subject to shared content or direct messages on social media with threats of violence, abusive language or behaviour		signposting Councillors to useful information  Recommend that Elected Members follow the advice as set out in the Local Government Association guide <a href="#">Practical advice for handling online abuse</a>	mandatory training session on handling online abuse  Produce supporting guidance documents			