

Appendix B - Ward Surgery Risk Assessment

Updated June 2022

Venue:	Yes/No*
Used by Councillors from (ward/s):	
Is there WIFI access, use of a landline telephone and/or reliable mobile telephone signal?	
Is there safe access/egress from the site venue, including full access for wheelchair/mobility scooter user/people with mobility issues?	
Have arrangements been made for councillors to be accompanied and to be seated where they remain visible at all times to at least one colleague?	
Have arrangements been made to operate an appointment system of booking, so that appropriate prior checks can be made of visitors (recommended)? This includes asking whether enquirers (a) live in the ward (home address) (b) would prefer another method of contact such as telephone or online chat (c) whether they will be accompanied.	
Is the site/venue suitable for councillors and members of the public? e.g. waiting area, separate private area for members to discuss casework with visitors, public toilets?	
Will anyone else be using the premises while the surgery is in progress? If 'yes' who and how will this impact on the need for a quiet confidential environment for the member to discuss constituent matters?	
In the event of an emergency will there be a designated first aider available?	
Is the site/venue/parking areas and paths adequately lit?	
Are floors and corridors clear from trip/slip hazards?	
Are fire exits clearly marked and free from obstruction? Is the member aware of the fire evacuation procedure/ assembly point and are there appropriately maintained fire extinguishers?	

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Is there a functioning alarm system in place? Are drills carried out as appropriate?	
Is there on-site security or CCTV?	
Is there a sign-in process for visitors?	
Do you have a swift means of escape from the room into a safe space?	
Are emergency phone numbers on display?	
Do you have a receptionist to keep an eye on things?	
Is the room layout suitable for the meeting, so that the Councillor can be seated closest to the exit and visitor a sufficient distance away? It is recommended that the councillor sits facing the visitor at a 45-degree angle to aid to ensure adequate social distancing and them in case of need to quickly leave the room.	
Have any objects that can be used as potential weapons been removed from the room?	
Do all doors have vision panels?	
Is it ensured that visitors are not able to lock the room door from inside?	
Is there a procedure to report suspicious behaviour?	

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***If you have answered 'no' to any questions, please provide additional information here:**