CUDDINGTON PARISH COUNCIL

Councillor Surgery Risk Assessment 2026

Safety advice and guidance when working as a Councillor, in the public domain.
The relationship between Councillors and the communities they serve is at the heart of what being a Councillor is all about.
The face-to-face contact with communities where problems and concerns are shared is vital to making that relationship work.

The important role Councillors perform is keeping in touch with their community, this includes helping individuals with any problems they might have. Often this extends beyond just the delivery of council services. These contacts are usually rewarding and non-adversarial.

CPC holds regular advice surgeries to provide an opportunity for residents to discuss items of concern and/or interest a Councillor. No appointment necessary.
Local Councillors are elected by the community to decide how the council should carry out its various activities. They represent public interest as well as individuals living within the ward in which he or she has been elected to serve a term of office.
They have regular contact with the general public through council meetings, emails or surgeries. Surgeries provide an opportunity for any ward resident to go and talk to their councillor face to face and these take place on a regular basis.

Councillor surgeries will take place for 2 hours each time at different venues throughout all 3 Wards. Dates of the surgeries are on Cuddington Parish Council 's website at https://cuddingtonparish.gov.uk and notice boards at Ash Road and Norley Road.

	Activity	Hazard	Risk To	Risk Level	Controls to Mitigate Risk	Residual Risk
1	**Angry/frustrated resident(s)**	• Inappropriate behaviour, shouting at other persons. • Stressful environment created.	• Member of Public • Councillors	**L**	• Create space, position table between you and audience, keep table clear • Be sensitive and keep calm, do not respond by shouting	**L**

			• CPC Staff and/ or residents		• Always conduct oneself with dignity, respect and remain civil. • Cease interaction with residents if tense situation persists • Walk away from disruptive environment. Close surgery. • Conflict training available to Councillors	
2	**Location**	• Access to location • Interference with running operations of facility	• Councillors • CPC Staff and/ or residents	**M**	• Access arrangements to be made with Parish Clerk prior to event. • Rooms must be airy with access to toilets. • Escape routes are clearly marked. Do not obstruct • Mindful of the primary use of community room and to ensure no Council activity interferes with residents or operational running of the premises. • If location changes, this will be published on website	**L**
3	**Equipment (Table, Chairs, flags and table cloth)**	• Slips, trips and falls • Sprains, pulled muscles • Broken bone	• Member of Public • Councillor • CPC Staff and/ or residents	**M**	• Wear appropriate clothing • Do not leave any council equipment in the way of accessing the building or community room • Do not leave any equipment in the path of other facility users • Two councillors to set up room for surgery. • Avoid trailing items and trip hazards	**L**
4	**Lone Working**	• Physical assault • Verbal abuse	• Member of Public • Councillor • CPC Staff and/ or residents	**L**	• Do not work alone, minimum of two councillors is required for Council surgeries. • Carry mobile phone • Do not engage or confront group/person if risk of assault or abuse. • If injured seek medical attention immediately.	**L**
5	**Media devices**	• Reputational risk of Council.	• Member of Public • Councillor	**L**	• Be aware of recording devices. • Always treat others with dignity and respect	**L**

		• Reputational risk to individuals	• CPC Staff and/ or residents		• Carefully listen to the question and answer appropriately • Be aware of surroundings – read the room.	
6	**Personal Injury**	• Cuts grazes • Slip, trip, fall • Pulled muscles and/or strain	• Member of Public • Councillor • CPC Staff and/ or residents	**M**	• Access to First Aid kit in community room. • Ensure minimum of two persons present to setup • Do not lift item unless comfortable to do so. • Do not allow residents to lift and carry equipment • Call emergency services if required.	**L**
8	**Safeguarding**	• Child, young person, adult makes disclosure of a safeguarding concern • Consent withheld	• Member of Public • Councillor	**M**	• Ensure confidential or personal information obtained about individuals is not disclosed without consent. • If disclosure is of serious nature, individual to be advised incident will be reported to the relevant authorities. • Signpost individual to supporting organisations • Councillors and Staff aware of how to raise issues of concern to the relevant authorities. Safeguarding Policy in place.	**L**
7	**Tables and other equipment**	• Bruising • Trapped fingers • Break in skin/infection	• Member of Public • Councillor • Staff	**M**	• Minimum of two persons to set up • Ensure locks in place on all equipment • No sitting or standing on tables • Do not overload table/other equipment • Ensure table other equipment is secure • Fix tablecloths with pegs/weights if required	**L**
8	**Reporting Incidents**	Nearly happened/near misses	• Member of Public • Councillor • CPC Staff and/ or residents	**L**	• All incidents of concern to be reported to Parish Clerk • Parish Clerk together with RMC Local Housing Manager to assess situation and implement any further measures to further reduce risk. • Report incident to relevant authority as required	**L**

Signed: *Julie Chrimes*
Parish Clerk/Responsible Financial Officer

Hazard Severity

Low Risk	Trivial/Negligible	Unlikely to occur
Medium Risk	Minor – Severe injury	Occasional occurrence
High Risk	Death - Severe injury	Likely to occur

Risk Matrix

Probability	Severity			
	High			
	Medium			
	Low			
	IMPACT	**Low**	**Medium**	**High**

Version	Owner	Date Approved	Minute Ref	Website updated	Next Review
V1 – 2026	Parish Council	2026	000/26	00/09/2026	Q2 2027