


**Workplace Bullying - Risk Assessment Template No.23 (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Bullying		Effects on physical health, (e.g. raised blood pressure)  Effects on mental health, (e.g. stress, anxiety, depression)  Isolation  Low morale	H	<p>The school 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</p> <p>There is a written policy on the prevention of workplace bullying and all staff are aware of the policy and have access to this information</p> <p>All new staff, permanent or temporary receive a copy of the policy</p> <p>Consultation with staff or their representatives, including the safety officer, safety representative and the safety committee, as appropriate, has taken place as regards the risk of bullying at work and preventive measures<sup>11</sup></p> <p>Employees 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</p> <p>Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant</p> <p>Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned</p> <p>Bullying at work by others such as parents or contractors, is not to be tolerated and action will be taken to support the staff in accordance with the school's anti-bullying policy and the school's code of behaviour</p>				

 <sup>11</sup> The Work Positive online tool (available at [www.workpositive.ie](http://www.workpositive.ie)) is used to assist with risk assessment requirements where workplace stress is concerned

**Workplace Bullying - Risk Assessment Template No.23 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
			H	<p>A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedures</p> <p>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</p> <p>The victim will be offered appropriate support and will be provided with information on the staff assistance programme (EAP), where available</p>				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**    /    /