

# Sample Risk Assessment – Bullying in the Workplace

This sample is for illustrative purposes only and not exhaustive. Control measures must always be based on risk assessment carried out at the place of work.

Step 1: Identify Hazards	Step 2: Assessing the Risks			Step 3: Additional Control Measures (Further actions needed)		
What are the Hazards and Risks?	Who is at Risk?	Current Controls (What are you already doing?)	Level of Risk? (Your estimate of the remaining risk level, based on the current controls. For example, High, Medium, or Low)	Additional Controls Needed (Further action to reduce the remaining risk level to as low as possible)	Action by Whom and When?	Date Complete
<p><b>Bullying in the workplace</b></p> <p>This can lead to:</p> <ul style="list-style-type: none"> <li>stress,</li> <li>associated physical and/or mental ill health,</li> <li>low morale,</li> <li>reduced performance,</li> <li>lower productivity,</li> <li>absenteeism, and</li> <li>reputational damage.</li> </ul>	Employees	<p><b>Workplace Culture and Commitment</b> The employer and senior management are committed to fostering a culture that does not tolerate bullying.</p> <p><b>Policies and Procedures</b> An anti-bullying/dignity at work policy is in place and aligned with the HSA Code of Practice. Our anti-bullying policy will be reviewed annually. It includes:</p> <ul style="list-style-type: none"> <li>endorsement and commitment from senior management;</li> <li>bullying definition and examples of bullying behaviour;</li> <li>roles and responsibilities for managers, supervisors and employees; and</li> <li>informal and formal processes, investigation, outcomes and appeals processes.</li> </ul> <p><b>Training, information and instruction</b> All employees are trained during induction and through refresher training on recognising and preventing workplace bullying.</p> <p><b>Communication</b> Information on bullying identification, prevention and management is provided to staff via noticeboards and toolbox talks. All employees are aware of supports available, such as Occupational Health.</p> <p><b>Supports</b> A Contact Person has been appointed and trained to provide advice and support. Employee's have access to Occupational Health supports.</p>	Medium	<p><b>Training</b> Managers and supervisors are to receive additional training to support the management of bullying complaints.</p> <p><b>Supports</b> A business case to be developed for an Employee Assistance Programme (EAP).</p>	<p>Joe Bloggs by June 2026.</p> <p>Pat Sample by Sept. 2026.</p>	