

General School - No. 20 Bullying (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Workplace bullying		Effects on physical health, (e.g. raised blood pressure)	H	The school is committed to ensuring that the place of work is free from bullying and that all employees have the right to be treated with dignity and respect at work				
			H	There is a written policy on the prevention of workplace bullying and all employees are aware of the policy and have access to this information				
		Effects on mental health, (e.g. stress, anxiety, depression)	H	All new employees, permanent or temporary receive a copy of the policy				
			H	Consultation with employees 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				
		Isolation Low morale	H	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				
			H	Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant				
			H	Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned				
			H	Bullying at work by others such as parents or contractors, will not be tolerated and action will be taken to support the employee				
			H	A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure				
Student bullying		Damage to physical and mental health	H	Devise, review, amend school Anti-Bullying Policy following DES Guidelines				

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.

Risk Assessment carried out by: _____

Date: / /