

This process is to be used in conjunction with the Health and Safety Manual G15. [Appendix 3. Employee Guidance POEL18 Violence at Work – Employee Guidelines.](#)

Managing Risk in Meetings

Any Potential Risk Identified

SW Highlights any Potential or Other Risk on the Meeting Invite List

Chair and SW/Other have a Discussion Re: Risk Management and complete the Risk Assessment Jointly and Management Plan. [Please refer to G.1.2 Risk Assessment Health and Safety Manual.](#)

Any Hazard to be Recorded on any Local System

Upload Completed Risk Assessment on MOSAIC as an Attachment

Send out Completed Risk Assessment to Professionals and the Business Supports' Manager at Venue. Discuss the findings from the Risk Assessment Immediately before the Meeting takes place and to include Staff from Venue Reception, Minute Taker and the Business Supports' Manager at the Venue.

Dynamic Risk Assessment to Take Place

Incident Takes Place

Review with Participants and identify Personal Support to Attendees:

- What Worked?
- What Didn't?
- What needs to Change for Individual Case & General Lessons?
- Any Complicating factors?

[Chair Completes FNOL \(PO3\) Accident/Incident Form.](#)

Update Significant Findings of Risk Assessment Form G.1.2

Any Potential Risk Identified, is to be Highlighted for Future Meetings and any Future Training & Advice and Support of H&S

Consider writing to the Aggressor to give feedback on the Incident and to outline the Expected Behaviour Standards that are to be met for any Future Meetings

For further Guidance and Resources please refer to the [G15 Violence at Work Policy](#)

