

Consequence	Likelihood				
	Rare (1)	Unlikely (2)	Possible (3)	Very Likely (4)	Almost Certain (5)
Insignificant (1)	1	2	3	4	5
Minor (2)	2	4	6	8	10
Moderate (3)	3	6	9	12	15
Major (4)	4	8	12	16	20
Catastrophic (5)	5	10	15	20	25

Consequence	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Consequence	Description of Consequence
Insignificant (1)	No treatment required No loss/cost to repair/replace property damage No business interruption
Minor (2)	Injury requires first aid Costs to repair/replace property damage less than \$5,000 Mild business interruption
Moderate (3)	Injury requires medical treatment or lost time Costs to repair/replace property damage less than \$10,000 Loss of business function for a very short period (less than 2 days), minor consequences for business
Major (4)	Serious injury, specialist, or hospitalization required Costs to repair/replace property damage less than \$25,000 Loss of business function for a short period (less than 1 week), modest consequences for business
Catastrophic (5)	Likely to result in permanent disability or death Costs to repair/replace property damage greater than \$50,000 Loss of business function for an extended period, substantial consequences for business
Likelihood	Description of Likelihood
Rare (1)	Only in exceptional situations (1/10 years; 1/20,000 operations)
Unlikely (2)	Not likely to occur (1/3 years; 1/5,000 operations)
Possible (3)	May occur within the foreseeable future (1/year; 1/1,000 operations)
Very Likely (4)	Likely to occur within the foreseeable future (2-4/year; 1/500 operations)
Almost Certain (5)	Almost certain to occur within the foreseeable future (5+ / year; 1/100 operations)

Risk Level	Description of Risk Level	Actions
Low	If an accident were to occur, there would be little likelihood that an injury would result.	Determine whether corrective actions are required or decide to accept the risk.
Medium	If an accident were to occur, there would be some chance that an injury would occur and may require medical attention.	Additional controls are needed. A plan should be developed within a reasonable period of time.
High	If an accident were to occur, it would be likely that an injury would require more serious medical attention, or result in a significant, debilitating injury.	Eliminate the activity or controls will need to be in place before the activity is undertaken. Interim solutions may be required before permanent controls are implemented.



# Risk Assessment

## Appendix "A" to Risk Assessment Procedure

Date	3-Oct-24
Department	Legislative Services
Location	City Hall - Council Chambers
Reasons for completing risk assessment (circle)	Abnormal task/ new task/ others (please specify): Proximity with Public
Completed by (preferably by both employee and employer representatives)	Hannah M, Bradey C, Briana B, Allison P.

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**In order to determine the Consequence, consider the following items:**

- What are the possible consequences?
- What is the possible severity of the harm?
- Presence of others: Are other people in the vicinity? (Consider field work, remote locations)
- Awareness: Will others be capable of providing assistance, be aware of the worker's needs?
- Willingness: Is it reasonable to expect others to provide assistance?
- Timeliness: Will assistance be provided within a reasonable time period? (Consider access to first aid and emergency services for remote locations and field work)

**In order to determine the Likelihood consider the following items:**

- How likely are the consequences to occur?
- Have such incidents occurred in the past?
- Is the incident common in this field of work?
- How frequent is the exposure to the hazard?
- How long are workers exposed to the hazard? The longer the exposure, the higher the risk.
- Is the task repeated many times each shift? The more frequent you do a task, the higher the likelihood to be exposed to the hazard.

Recognize		Assess			Control		Evaluation				
Work Process, Work Area or Job	Hazard Category (Physical, Chemical, Ergonomic, Biological, Psychosocial, Safety)	Potential Risk/Incident Description	Consequence	Likelihood	Risk Rating (Consequence x Likelihood)	Controls in Place for Hazard	Additional Controls Recommended	Person(s) Responsible to Ensure Control is Properly Implemented	Control verified on (date)	Date for Review	Comments
Physical Altercations or Threats	Physical, Safety	Personal injury, physical altercation	3	3	9	Training (de-escalation, mental health first aid), Policies (Workplace Violence, Harassment, and Sexual Harassment), more than 1 staff member on site, panic buttons, first aid training/emergency contact lists, working with police and on-call security, security and broadcasting cameras, lighting, populated area.	Ongoing training on emergency response, procedural discussion with Council, potential Teams messaging system implemented for all attendees	ALL		Q4 2024	Physical altercations have not occurred during public meetings, but there is potential, and employer will ensure reasonable measures are in place to protect staff. Discussion with members of Council is suggested to remind them of procedural process for calling order in the Chambers or recess.
Public Encounters/Interruptions	Safety, Psychosocial	Encroachment of public into staff-only areas during meeting proceedings	2	3	6	mental health first aid), Policies (Workplace Violence, Harassment, and Sexual Harassment), multiple members of staff present, security on-call and available if needed and called	identified to discourage encroachment on staff-only areas. Posting reminders of suitable public conduct outside Chamber and posting on website to include information on public	ALL		Q4 2024	Quotation for bollard/barrier solutions being looked into. Procedural discussion with Council members as above should be considered.
Large Crowds or Audience at Capacity	Physical, Safety	Personal injury, barrier to evacuate in case of emergency	4	2	8	Fire department review & clearance (room is set up well under capacity limits), multiple exits, provided seating, overflow space with TV broadcast in Hall	Hall space rather than outskirts of Chamber to avoid crowding. Active review and training on Emergency & Fire Evacuation procedures for all staff and members of Council ongoing for	ALL		Q4 2024	Large crowds not always typical, but in instances where this is likely/can be predicted, discussions should occur in advance of meeting to plan for overflow.

Emergency Evacuation	Physical, Safety	Personal injury, evacuation from Chambers in cases of emergency or threat to safety	5	2	10	(front and back of room), clear pathways for barrier free exit and entry in Chambers, panic buttons, fire extinguishers, access to police and on-call security staff	Active review and training on Emergency & Fire Evacuation procedures for all staff and members of Council ongoing for 2024/2025.	H&S		Q4 2024	Workplan will see update to this policy by end of Q4 2024. Training should be considered with Staff, Council & Committees early 2025 to review.
Stress/Strain of Public Environment	Psychosocial	Potential for harrassment, unwanted communication, witnessing inappropriate behaviour	2	3	6	for staff, Policies (Workplace Violence, Harassment, and Sexual Harassment), multiple	Incident debriefing and continued reporting	ALL		Q4 2024	

Risk	Controls in Place	Additional Controls
Physical Altercations or Threats	Training (de-escalation, mental health first aid), Policies (Workplace Violence, Harassment, and Sexual Harassment), more than 1 staff member on site, panic buttons, first aid training/emergency contact lists, working with police and on-call security, security and broadcasting cameras, lighting, populated area.	Ongoing training on emergency response, procedural discussion with Council, potential Teams messaging system implemented for all attendees
Public Encounters/Interruptions	Training (de-escalation, mental health first aid), Policies (Workplace Violence, Harassment, and Sexual Harassment), multiple members of staff present, security on-call and available if needed and called ahead if required.	Bollards or barriers being identified to discourage encroachment on staff-only areas. Posting reminders of suitable public conduct outside
Large Crowds or Audience at Capacity	Fire department review & clearance (room is set up well under capacity limits), multiple exits, provided seating, overflow space with TV broadcast in Hall	rather than outskirts of Chamber to avoid crowding. Active review and training on Emergency & Fire Evacuation procedures for all
Emergency Evacuation	Multiple exits available (front and back of room), clear pathways for barrier free exit and entry in Chambers, panic buttons, fire extinguishers, access to police and on-call security staff	Active review and training on Emergency & Fire Evacuation procedures for all staff and members of Council ongoing for 2024/2025.
Stress/Strain of Public Environment	EAP, training support for staff, Policies (Workplace Violence, Harassment, and Sexual Harassment), multiple employees on premise, supportive work environment, on-call security and policing support available	Incident debriefing and continued reporting