

Suspension Risk Assessment

Employee	Payroll Reference
Assessment Date	
Investigating Officer	
Incident/Allegation	

Risks	Specific details of risk	Highly	Likely	Unlikely	Highly Unlikely
Could the continued presence in the workplace be a risk to the individual (i.e. physical or emotional well-being)? Reminder – Consider Occupational Health support if required					
Could the continued presence in the workplace be a risk to others (i.e. pupils, colleagues, third parties)?					
Could the individual's continued presence in the workplace make it difficult for a full and proper investigation of the incident/ allegation					
Could the individual's continued presence in the workplace cause significant disruption to school activities (i.e. service provision, anxiety for colleagues)?					
Would the continued presence in the workplace pose a risk to the reputation of the Council?					
Would suspension be in the public interest?					
Is the allegation one that may lead to or involve significant legal action, e.g. fine, imprisonment, etc (and could the continued presence in the school compromise a criminal investigation)?					
Are there any other risks (e.g. financial)? Please specify.					

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Would the implementation of control measures/safeguards lessen the risks identified (e.g. relocation of employee)?		YES / NO	Please provide details below.
Proposed control measures/safeguards		Responsible manager	
1.			
2.			
3.			
4.			
Outcome of assessment Based on the evidence available, the decision of the Head of Service/Director is: *Delete as appropriate			
Risk very low/low Suspension not required*		Risk very high/high Suspension required*	
Signed Head of Service/Director Signed Head of Legal, HR and Democratic Services or Catrin Roberts, HR Services Manager	Print Name		Date

Copy to be placed on employee file. HR Business Partner and Manager to keep a copy.