

Bailiff risk assessment questionnaire

Court address/Bailiff office

Warrant number

Bailiff number

Claimant's/Applicant's name

Claim/Case no.

Claimant's/Applicant's ref.

Defendant's/Respondent's details

Name

Phone no.

Date of birth (if known)

Email

Please provide a description of the defendant/respondent or if available provide a recent photograph

Section A – To be completed for all warrants and process delivery

In your dealings with the defendant/respondent or other occupants of the property (if applicable) have you encountered or are you aware of any of the following?

1. Has the defendant/respondent ever been violent? Yes No Not known
2. Has the defendant/respondent ever made verbal or written threats either generally or specifically in relation to this application? Yes No Not known
3. Has the defendant/respondent ever been verbally abusive to your staff or representatives? Yes No Not known
4. Has there been any police involvement with the defendant/respondent or other occupiers of the property? Yes No Not known
5. Has there been any social services involvement with the defendant/respondent or other occupiers of the property? Yes No Not known
6. Are any dogs or other potentially dangerous animals kept at the property? Yes No Not known
7. Is the property currently occupied? Yes No Not known
8. Is the defendant/respondent known to have any mental health issues or known to use/abuse drugs or alcohol in any way that may affect their behaviour? Yes No Not known

If you have answered 'Yes' to **any** of the above, please give further details below

Section B – To be completed for all warrants of possession

9. Who will be representing your organisation at the possession?

Representative's name

Phone number(s)

10. It is your responsibility to arrange a locksmith to attend. Have you arranged this? Yes No

11. Are you aware of any potential difficulties in relation to gaining access to the property?
e.g. a communal entrance to a block of flats Yes No

If Yes, then please provide details below confirming where applicable that appropriate access has been arranged

Section C – To be completed for all warrants and process delivery

12. Have you checked your and your client's databases and have you included any other information? Yes No N/A

13. Do you have any other information that the Bailiff should be aware of before they make a visit, such as, working hours, car registration and likely availability?

14. Please provide your contact details so that if required a Bailiff can contact you direct

Contact name

Phone number

Mobile number

**Thank you for your assistance and co-operation in completing this risk assessment questionnaire.
Please keep the bailiff informed of any issues or concerns that have occurred after this form has been submitted.**

For official use only

Risk Score

Hazard

Likelihood

Overall risk score

Overall risk assessment of Warrant

Low

Medium

High

Claimant/Applicant contact details