

Risk assessment – Lone Working Risk Assessment

MARDEN PARISH COUNCIL

General Lone Working Risk Assessment *(this form to be used on conjunction with staff performance reviews)*

Roles of Lone Worker:		Location:
Risk assessment carried out by:	Date completed:	Review date:
Description of work activity: This form covers general day to day work; any specific event where this differs substantially will be covered under its own risk assessment.		Assessor's signature:

Hazard:	Controls and precautions against the hazards:	Comments/ Action Required (including who and when):	Action Party:	By when:
<u>Individual</u>				
Medical fitness: Is the Lone Worker subject to any medical condition that may place them at increased risk when working alone?	The Lone Worker must ensure that any medical conditions which might be relevant to their working alone are fully discussed with the Clerk/HR Chairman. Individuals must not work alone if any such condition is assessed as placing them at increased risk. Any person who requires assistance to get out of the building in an emergency must not work alone.	Staff Members to be asked to highlight any medical issues with significant impact on lone working to the Clerk.	All Staff/Clerk	

Supervision: What arrangements are in place to maintain contact with the Lone Worker?	<ul style="list-style-type: none"> The Lone Worker must comply with any out of hour's arrangements in operation. Set up contact arrangements with a family member. 	Lone working is usually limited to office hours and Family members are made aware of expected return times. In the case of evening meetings Councillors are present.		
Training & Competency: Has necessary information instruction and training been given to the Lone Worker and is the Lone Worker competent to carry out the work alone?	Any person authorised to be in the building outside normal hours or alone in normal working hours must be fully competent to carry out the work safely and be fully conversant with emergency procedures.	Notification must be given to family member, other member of staff or HR Chairman if working alone.		
<u>Location & Premises</u>				
Building security: Is the building secure?	Access to the building is restricted to authorised personnel outside normal hours. In the event that the Lone worker has concerns about security or suspects there is an intruder in the building they must contact the Police in the case of immediate threat or the Clerk/HR Chairman in less immediate threat.	A panic alarm is fitted by the Clerk and the Deputy Clerk's desks which raises an alarm outside the building. The Office door is kept locked at all times when the office is not open to the public. CCTV is installed outside of the building.		
Access: Is there a safe means of access/egress for the lone worker (consider lighting and personal security issues and means of escape in emergency)	Entrance of the building and car park area are lit. The Lone Worker should plan how to get to car/public transport after leaving, taking account of potential personal safety issues. There are large fire exit windows in the main office.	Light above entrance door is left on at all times. Security lighting is installed around the building and car park.		

Emergencies: Does the Lone Worker have access to emergency warning devices to raise the alarm in event of emergency e.g. fire alarm, motion sensors.	Lone Workers must know local arrangements on how respond in event of fire or other emergency	Staff are responsible for ensuring they know the location of panic alarms and fire alarms etc.		
First aid: Are there arrangements in place to deal with a situation where the Lone Worker becomes ill or has an accident? (Access to First aiders and facilities)	First aid boxes are available and contents checked regularly. In the event of a Lone Worker feeling unwell they should if possible, return home or contact the Clerk/HR Chairman for assistance.	Staff/Cllrs to consider first aid training		
Welfare facilities: Is there adequate heating, lighting, access to drinking water and toilets.	All in place.			
<u>Process/Work Activity</u>				
Use of computers and general office equipment	Lone Worker should ensure their work station is set up correctly in line with Display Screen Equipment guidance. Lone Worker should take regular breaks from DSE work.	DSE assessments need to be made of office workstations as soon as is possible.	Clerk	
Slip/trips/falls	Regular inspection of areas to ensure that any trip hazards [torn carpets, uneven flooring, trailing cables etc.] receive prompt attention. Individuals with temporarily impaired mobility must not work alone.	All staff to be made aware of the need to monitor for and report / take action on any hazards.	All Staff/Clerk	

Electrical equipment	Ensure all office equipment is electrically tested. Electrical cables and plugs visually inspected for damage. Do not interfere with plugs or power supply.	Regular PAT testing. All staff to be made aware of the need to monitor for and report / take action on any hazards.	All Staff/Clerk	
Work with hazardous substances and or machinery	N/A to this role.			
Single handed lifting or handling of any load that is of such a weight as to cause injury.	It is not expected that office staff will be required handle heavy loads.	All Staff to consider risk when lifting and the use of aids or assistance when necessary		
<u>Travel Between Sites</u>				
Lone travel between work sites is sometimes necessary. Consideration should be given to personal safety and the choice of transportation method.	In many cases travel between sites occurs when other staff members are present in the main office and can monitor length of absence and be a point of contact.	Where possible off site meetings and travel on council business should be scheduled to coincide with other staff being in the office as a point of contact/ absence monitor. Where this is not possible a family member should be aware of finishing times / the details of Line Manager to raise an alarm and the staff member should confirm safety with that family contact.		