

LONE WORKING RISK ASSESSMENT

This risk assessment will be carried out for and on behalf of all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as any mobile staff whose work takes them out into the community. Recommendations will be made to eliminate or reduce the risk to the lowest level reasonably practicable. It will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working.

IDENTIFIED RISK	POTENTIAL CONSEQUENCE OF RISK	ASSESSMENT OF IMPACT (H/M/L)	LIKELIHOOD OF RISK OCCURING (H/M/L)	CONTROLS TO MANAGE RISK AND FURTHER ACTION NEEDED IF NECESSARY
Risk of violence from members of the public.	Staff at risk of verbal or physical assault	H	M	Wherever possible, staff should not be alone with members of the public. If a member of staff is alone in a building with a member of public a councillor should be made aware of this. Staff should avoid being left on their own with any new contacts – if possible arrange for a councillor to be present.

				Staff should always have channels of communication in case of an emergency. Staff to report and record all adverse incidents.
Manual Handling	Staff risk injuries or back pain from handling heavy/bulky objects.	H	L	High shelving for only light objects ony. Staff member to leave any heavy deliveries in a safe place and wait for assistance wherever necessary. Staff to attend manual handling course ever 2-3 years and stay in date.
Slips, tris and falls	Staff may be injured if they trip over objects or slip on spillages.	H	L	General good housekeeping. Keep areas well-lit and clear from trip hazards (e.g. no trailing leads or cables). Parish Council buildings all cleaned regularly. Regular testing of electrical equipment. Ensure the member of staff has access to first aid equipment. Know local arrangements on how to respond in event of fire or other emergency. Do not work with any hazardous substances.

Working at height	Falls from any height can cause bruising and fractures	H	L	No working at height is to be carried out whilst lone working.
Risk of violence from members of the public or contractors etc.	Staff at risk of verbal or physical assault.	H	M	Staff to inform Chair or Vice Chair where they are going and their estimated time of arrival back. If plans change significantly, this should be communicated back to the Chair or Vice Chair. If visit deemed high risk, delay the visit until staff can be accompanied. Carry a first aid kit suitable for treating minor injuries. Provide a mobile phone. Before making home visits, the lone worked must have full knowledge of the hazards and risks to which they may be exposed to and apply control measures to eliminate or reduce the potential risks. If possible, staff should be accompanied by a councillor.
Unsuitability of staff member to work alone	Have staff any medical conditions and/or disabilities which would make it unsuitable and/or unsafe for lone working.	H	L	Chair or Vice Chair to monitor suitability of staff for lone working. Staff to ensure that any medical conditions which might be relevant to their working alone are fully disclosed to the Chair or Vice Chair. Individuals with temporarily impaired mobility must not work alone.
