

RISK ASSESSMENT – LONE WORKING

Role	Activity	Existing Controls	Hazard	Additional Controls Required	Completed? Y/N	Residual Risk Acceptable? Y/N
Carry out duties as a Clerk or Admin Assistant	Isolated visits to Common/ other locations in Village	Other person/s are aware of your location or detail of your visit if risk level requires it Has working mobile telephone or other means of communication Mobile phone check for signal strength at regular intervals	Attack on person takes place A possible risk of slips, trips and falls whilst on these locations	Staff to use personal mobiles – expense allowance to be made - £10pa per staff member		
	Alone at a location with children (up to 16yrs of age) or any other vulnerable person	PC Staff are not to be in a situation where they are alone with children or vulnerable adults. Other adults including parents sourced where possible	Accusations could be made.	NFA		
	Office working	Door remains locked with key in door, except during public opening	Attack on person or persons takes place.	Identify a suitable alarm system with Panic button – via alarm contractor Identify suitable system to identify control of entry for public into the PC office		
Carry out duties as a Cleaner	Isolated worker due to early morning start	No existing controls	Attack on person takes place Possibility of slip, trip or fall whilst getting out the working equipment from the shed early in the morning	Use of personal mobile, as above Improve security lighting at Office and/or add electrical supply to shed		

Snettisham Parish Council

	Dealing with inclement weather/conditions			clothing for inclement weather.		
	Safe dealing with ordinary waste and equipment	Grabbers for litter-picking	Infection from contaminated material Lifting, carrying	Disposable gloves Safety boots/shoes. hand gel/wipes for cart.		
	Being hit or struck by vehicles in unlit areas early in the morning as some street lights do not come on until a set time	Vis-vest Torch purchased – not ideal	A possible risk of slips, trips and falls whilst carrying out daily tasks	Confirm vis-vest current and compliant. Heavy duty torch		
	As part of the street cleaning tasks at times the operative might have to handle syringes, glass or other hazardous materials		Accidental puncturing of the skin when handling syringes or glass Risks (abrasion etc.) associated with transporting syringes/glass	Sharps box for cart Purchase heavy duty H&S cut resistant work trousers. first aid kit for cart		
<i>Note – several controls relevant to different activities – only added to most relevant</i>						

Assessor:

Signed:

Date of Assessment:

Review Date:

The following PC employees have signed to confirm, they fully understand the Lone Working Policy:

NAME	SIGNATURE	DATE
Simon Bower		
Rachael Edwards		
Marian McCall		