



## LONE WORKING RISK ASSESSMENT

Title of Activity: Lapley, Stretton and Wheaton Aston Parish Council

Location(s) of Work: F7 Staffordshire Business Hub, South Staffordshire District Council Offices, Wolverhampton Road, Codsall, WV8 1PE. At home and in the community.

Brief Description of Work: Normal activities, associated with the running of the Parish Council.

HAZARD IDENTIFICATION: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required.

Specific hazards should be assessed on a separate risk assessment form and cross referenced with this document. Specific assessments are available for hazardous substances, display screen equipment, manual handling operations and fieldwork.

HAZARD(s) RISK

L / M / H

CONTROL MEASURES (i.e. alternative work methods/mechanical aids/engineering controls, etc.)

Workplace/Process

1. Slips and trips **L** - Ensure, during departmental self-inspections, that any such hazards, e.g. torn carpets, trailing cables etc. receive prompt remedial attention. Do not work alone out of normal hours if your mobility is temporarily impaired (e.g. leg injury) For work in the community ensure surroundings are a safe environment.

2. Fire or other emergency

**M** - Ensure that you receive appropriate fire safety training and that you are familiar with emergency procedures for your area. Note that special provisions will be in place for mobility impaired persons.

3. Electrical accident **L** - Ensure that PAT tested items (kettles, desk lamps etc) have been labelled "Pass" and that all electrical cables etc. are regularly visually inspected for damage. Do not interfere with plugs, cables etc, when any item is connected to the power supply.

Equipment:

1. Work with any potentially hazardous items of equipment or materials **M** - Ensure that any work which involves such items or material is done during normal building occupancy. Operate a "buddy" system - always being accompanied by a colleague/friend/family member- where this is not practicable

2. Manual handling of loads **M** - Do not attempt to lift or move any load single handed which is likely to put you at all at risk of injury. Re- schedule work to time when assistance is available.

Alternatively, use lifting/moving aids where this can safely facilitate single person operation.



#### Violence:

1. Intruder in building **L** Ensure that you know how to contact promptly, should you know or suspect that an intruder is present in your building. Do not confront the intruder, lock your door and await the arrival of the police.

If working in the community only work in a situation that you feel comfortable in. If you witness suspicious behaviour always call for assistance and never approach.

2. Safe routes home after work **M** -Plan out how you will get to your car/public transport/home after leaving your workplace, taking account of potential personal safety issues e.g. well lit routes etc.

#### Individual:

1. Personal medical conditions etc. **H**- Ensure that any medical conditions which might be relevant to your working alone are fully discussed with your line manager and, if necessary, Occupational Health and your own GP. Do not work alone if any such condition is assessed as putting you at increased risk.

#### Work Pattern:

2. Log in/out procedures **L** When lone working is unavoidable, contact a member of staff, building reception or Councillor ( as deemed appropriate by the individual worker) to initiate a check-in/check-out system to log your presence in the building. When home working ensure that a family member/friend is aware of your whereabouts and return time.

#### Other:

Persons at Risk: Identify all those who may be at risk.

Office Staff X

Councillors X

Maintenance staff X

Public X

Contractors X

Visitors X

Others X

All employees have been briefed on lone working procedures via the Lone worker policy.

#### Supervision:

Is suitable supervision in place?(identify all necessary supervisory measures).



Periodic site visits to lone workers

Regular contact (telephone, correspondence etc.)

Automatic warning devices e.g. motion sensors, etc as required

Manual warning devices e.g. panic alarms, etc as required

Additional Information: Identify any additional information relevant to the lone working; activity, including emergency procedures, first aid provision, etc.

Location of First Aid Boxes: In office- medical room, for those working based from home- at their discretion.