



Risk assessment form

Activity / location /area : Lone Working	Assessment date:	Review date:
--	------------------	--------------

Hazard and risk (column 1)	People at risk (column 2)	Our current controls (column 3)	Our future controls (column 4)	Risk level (column 5)	Target date & by whom (column 6)
Lone working – risk of accident or injury due to high risk activity	Lone worker	<p>In these situations lone working is either not appropriate, additional precautions may be necessary, or other measures put into place, such as the work being completed with another member of staff present.</p> <p>Lone workers should take responsibility of their own safety, and the safety of others, and should reasonably access the risk before deciding whether lone working is appropriate.</p>		12	
Lone working – risk of increased vulnerability of a lone worker due to a medical condition that may place them at increased risk when working alone	Lone worker	The lone worker must ensure that any medical conditions which might be relevant to their working alone are fully discussed with the Town Clerk, and their own GP if necessary. Individuals must not work alone if any such condition is assessed as placing them at increased risk. Any person who requires assistance to exit building in an emergency must not work alone.		8	

<p>Lone working – risk of violence or wrongful accusation through a lone worker coming into contact with a vulnerable individual or group, or a person/persons likely to be a risk to them</p>	<p>Lone worker and the individual</p>	<p>Staff have been instructed not to be alone with vulnerable groups or individuals, or with people who are likely to be risk to them.</p> <p>All staff and some Councillors have received safeguarding training.</p> <p>The Town Clerk will give special consideration to any employee under the age of 18 working alone.</p>	<p>Specific risk assessment and procedures to be put in place for contact with members of the public.</p>	<p>12</p>	
<p>Lone working – risk that the office will not have contact with the lone worker or will be unaware of the lone worker’s location and intentions</p>	<p>Lone worker</p>	<p>All staff must provide emergency contact details to the Town Clerk, which will be stored securely and only for this purpose.</p> <p>Prior to leaving the office, the lone worker should advise the Town Clerk or a colleague of where they are going, the purpose of their visit and how long they expect to be, and should ensure this detail is recorded on the calendar. If the site visit is longer than anticipated, a call should be made to the office to advise. The member of staff who receives this call is responsible for monitoring the situation. A call should be made to the office by the lone worker when they are leaving the site.</p> <p>All lone workers must be provided with, or have access to, a functioning mobile telephone, with which they can make and receive phone calls to and from the office and the emergency services if necessary.</p>	<p>Adopt a procedure to follow should contact with the lone worker be lost.</p>	<p>9</p>	
<p>Lone working – risk of accident or injury through necessary information, instruction and training not being given to the lone worker or through the lone worker not</p>	<p>Lone worker</p>	<p>Lone working should only take place where risks have been suitably managed. Where there is an unacceptable level of risk, additional precautions may be necessary, or other measures put into place, such as the work being completed with another member of staff present.</p> <p>Any person authorised to be in the Town Council offices outside normal hours, or making a site visit unaccompanied, must be fully competent to carry out their work safely and be fully conversant with</p>		<p>9</p>	

being competent to carry out the work alone		emergency procedures.			
---	--	-----------------------	--	--	--

Risk assessment (continued)

Activity:		Assessment date:		Review date:	
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Lone working – risk of accident or violence due to the security of the building/location	Lone worker	Access to Lowestoft Town Council’s offices is restricted to authorised personnel outside normal hours.	<p>Adopt a procedure to follow should the lone worker have concerns about security or suspect there may be an intruder at the site.</p> <p>Town Clerk checking with ECCH’s IT Dept. about restricting access to the office during periods of after-hours lone working.</p>	10	
Lone working – risk of accident/injury due to the conditions of a vacant or dilapidated building	Lone worker	Any visits to a vacant or dilapidated property should be properly managed in a risk-assessed way. Any visits to such a site are not permitted for lone workers.		12	
Lone working – risk of accident/injury	Lone	Entrances to the site and car park should be well lit. The lone worker should plan how to get to their car/public transport upon leaving, taking account of		6	

<p>due to no safe means of access/egress for the lone worker (consider lighting and personal security issues and means of escape in an emergency)</p>	<p>worker</p>	<p>potential personal safety issues.</p>			
<p>Lone working – risk of accident/injury or violence due to the lone worker having no access to emergency warning devices to raise the alarm in event of an emergency, e.g. fire alarm, motion sensors / manual device (panic alarm)</p>	<p>Lone worker and the wider public in the event of a fire spreading</p>	<p>Lone workers must be made aware of arrangements on how to respond in the event of a fire or other emergency.</p>		<p>6</p>	

<p>Lone working – risk of a lone worker’s medical emergency not being addressed (should this situation arise) due to there being no arrangements in place to deal with a situation where the lone worker becomes ill or has an accident (access to first aiders and facilities)</p>	<p>Lone worker</p>	<p>First aiders are unlikely to be present, although some staff are receiving first aid training shortly. First aid boxes are available in the Town Council’s offices and should be checked regularly. Should any items be removed from the first aid box, the Town Clerk should be notified immediately.</p>	<p>Add a reminder to the diary for periodic inspection of the first aid box (seek advice on how regularly this should be if necessary).</p>	<p>9</p>	
<p>Lone working – risk of accident or injury or the lone worker becoming ill due to inadequate heating, lighting, or no/limited access to drinking water and toilets</p>	<p>Lone worker</p>	<p>The lone worker should aware that heating/cooling in the Town Council’s offices may be much reduced unless the business need for after-hours working has been established.</p> <p>The lone worker is responsible for ensuring they have sufficient drinking water provision with them if they know they will be working away from the office for a period of time where water will not be available.</p> <p>The lone worker should consider carrying a torch with them and should consider whether they should be accompanied if they know there may be lighting or visibility issues.</p>		<p>9</p>	
<p>Lone working – risk of slips/trips/falls</p>	<p>Lone worker</p>	<p>Regular inspection of areas to ensure that any trip hazards receive prompt attention. Individuals with temporarily impaired mobility, or other condition which may affect their ability to judge risk for themselves, must not work alone.</p>		<p>10</p>	
<p>Lone working – risk of injury due to faulty or</p>	<p>Lone worker and</p>	<p>Ensure all office equipment is electrically tested annually.</p>		<p>9</p>	

improper use of electrical equipment	wider public if there is an incident involving electricity, such as one which results in a fire	Visually inspect cables and plugs for damage. Do not interfere with plugs or power supply. All staff aware to alert Town Clerk to any issues as they are identified			
Lone working – risk of illness/injury through working with hazardous substances or machinery	Lone worker	Not permitted for lone workers.		12	
Lone working – risk of accident/injury though single handed lifting or handling of any load that is of such a weight as to cause injury	Lone worker	Not permitted for lone workers.		12	
Lone working – risk of wrongful accusation due to lone handling of cash	Lone worker	Not permitted for lone workers.		2	
Assessor's signature: Date:			Signed off by: Date:		



Risk score = Likelihood x severity

Dark green (score 1 to 2) – acceptable risk, suitable controls

Light green (score 3 to 4) – acceptable risk, suitable controls which should be reviewed to ensure no deterioration of the circumstances; easy to achieve controls which would further reduce score should be introduced if reasonable

Yellow – Tolerable level of risk, suitable controls to be introduced if and when reasonably possible, taking account of the circumstances

Orange – Tolerable in the short-term, suitable controls to be implemented at the earliest opportunity

Red – Unacceptable risk with immediate danger of death or life-changing injury, requiring immediate action to eliminate the risk or, if this is not possible, to reduce it to an acceptable level