



Midsomer Norton Town Council

Risk Assessment Form – Lone Working

Activity:		Assessment Date: September 2024		Review Date: September 2025	
Hazard	Persons Affected and Risk	Controls	Risk Score	Further Controls	Risk Level
Staff required to work alone on high-risk activities.	Employee/Operative Personal injury	<p>In this situation lone working is either not appropriate, or other measures need to be put into place, and the work should be completed with another member of staff present.</p> <p>No staff members to undertake these activities unless authorised by the Town Clerk.</p> <p>Lone workers should take responsibility for their own safety, and the safety of others, and should reasonably assess the risk before deciding whether lone working is appropriate, with advice from the Town Clerk.</p>	High	<p>Use of PPE provided where required.</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Town Clerk supervises work to ensure high risk activities are only taken where the risks are reduced to an acceptable level.</p> <p>Regular audits and inspections will be conducted to ensure compliance with safety procedures.</p> <p>Ensure lone workers have reliable means of communication (e.g., mobile phones, radios).</p> <p>Provide training on lone working procedures, and emergency response.</p> <p>Implement regular check-ins via phone or electronic systems.</p>	Medium

				Establish clear emergency procedures and ensure all lone workers are familiar with them.	
Staff member with an increased vulnerability such as pregnancy, a medical condition or disability	Employee/Operative Personal injury	Staff 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. Town Clerk to undertake risk assessments on any persons falling within this category. 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.	High	Use of PPE provided where required. Appropriate equipment provided. Safe System of Work. Town Clerk supervises work to ensure high risk activities are only taken where the risks are reduced to an acceptable level. Conduct regular health assessments and provide support for any health issues. Ensure lone workers have reliable means of communication (e.g., mobile phones, radios). Provide training on lone working procedures, emergency response, and conflict resolution. Implement regular check-ins via phone or electronic systems. Establish clear emergency procedures and ensure all lone workers are familiar with them.	Medium
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	Employee/Operative Personal injury Verbal or physical assault	Staff have been instructed not to be alone with vulnerable groups or individuals, or with people who are likely to be risk to them. All staff to receive safeguarding training. The Town Clerk will give special consideration and make a risk	Medium	Safe System of Work. Ensure lone workers have reliable means of communication (e.g., mobile phones, radios). Provide training on lone working procedures, emergency response, and conflict resolution.	Low

		assessment in relation to any member of staff under the age of 18 or pregnant or otherwise vulnerable.		Implement regular check-ins via phone or electronic systems. Establish clear emergency procedures and ensure all lone workers are familiar with them.	
Risk that the office will not have contact with the lone worker or will be unaware of the lone worker's location and intentions	Employee/Operative Personal injury	<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>All staff aware that their emergency contact is likely to be contacted in the event that their whereabouts are not known during working time, or they fail to arrive at the office by the specified contractual time.</p>	Medium	<p>Safe System of Work.</p> <p>Ensure lone workers have reliable means of communication (e.g., mobile phones, radios).</p> <p>Provide training on lone working procedures, and emergency response.</p> <p>Implement regular check-ins via phone or electronic systems.</p> <p>Establish clear emergency procedures and ensure all lone workers are familiar with them.</p>	Low

Risk of slips/trips/falls	Employee/Operative Personal injury	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.	Medium	Regular training, proper footwear, clear walkways.	Low
Risk of injury due to faulty or improper use of electrical equipment	Employee/Operative Personal injury	Ensure all office equipment is electrically tested annually. Visually inspect cables and plugs for damage. Do not interfere with plugs or power supply. Conduct regular inspections of electrical equipment and cables and establish a reporting system for any faults or damages. All staff to alert Town Clerk to any issues as they are identified.	Medium	Provide training for staff on the proper use of electrical equipment and the importance of reporting faults. Display clear instructions and safety guidelines near electrical equipment. Use circuit breakers and ensure electrical loads are managed to prevent overloading. Establish and communicate emergency procedures for dealing with electrical incidents.	Low
Risk of accident/injury though single-handed lifting or handling of any load that is of such a weight as to cause injury	Employee/Operative Personal injury	Not permitted for lone workers.	Medium	Manual handling training to cover low-level office/chair/table lifting to be booked for all staff.	Low
Risk of wrongful accusation due to lone handling of cash	Employee/Operative	Not permitted for lone workers, other than as carefully controlled banking trips with short-distance, low value amounts at varying times.	Medium	Implement dual control procedures where two employees are present during cash handling activities. Establish secure cash handling protocols, including the use of lockable cash boxes and safes.	Low

				<p>Maintain detailed records of all cash transactions, including receipts and logs.</p> <p>Provide training for employees on proper cash handling procedures and the importance of documentation.</p> <p>Conduct regular audits of cash handling processes to ensure compliance and identify any discrepancies.</p>	
Assessor's signature:			Clerk's signature		
Date:			Date:		