

ADOPTED 4 MAY 2021

RISK ASSESSMENT FOR: Parish Clerks & Councillors	LONE WORKING working in an office alone / in isolated locations
Establishment: Collingham Parish Council 71 High St Collingham Notts	Assessment by: Christopher J Allen IOSH



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Lone working working in an office alone / in isolated locations	Parish Clerk and Councillors	Accident / injury, delayed assistance in emergency Physical assault / verbal abuse Cuts / abrasions, muscular skeletal and other physical injuries	• Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height);	Y	Y
			• Mobile phone available	Y	Y
			• Reduce time spent working alone so far as is reasonably practicable.	Y	Y
			• Ensure a colleague, partner, friend etc. is aware you are working alone by telephone or text on arrival and departure and who to contact in the event of overdue contact.	Y	Y
			• Notify staff on site of location / estimated duration of task if working on site remote from others.	Y	Y
			• Adequate security in place.	Y	Y
			• Access to site controlled e.g. through coded doors etc.	Y	Y
			• Use of visitor badges / signing in book	N	Y
			• Ensure all external doors / windows secured to prevent unauthorized access.	Y	Y
			• Do not allow access to unknown callers.	Y	Y
• External lighting adequate	Y	Y			
• Key holders should be strictly controlled and numbers kept to a minimum.	Y	Y			

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.				L
DATE OF NEXT REVIEW: May 2020	COMMENTS: <i>Time spent at the library alone is kept to a minimum as generally within library opening hours</i>			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.