

# EDENBRIDGE TOWN COUNCIL LONE WORKING RISK ASSESSMENT

Update February 2021

<b>Title of Activity:</b>	Lone Working Office Staff
<b>Location(s) of Work:</b>	Doggetts Barn
<b>Brief Description of Work:</b> To provide professional and support services to Edenbridge Town Council, including preparation of Council papers, attending meetings and hosting front of house services for the Council and the Visitor Information Centre.	

**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, biological agents, display screen equipment, and manual handling operations.

HAZARD(s)	RISK / M / H	CONTROL MEASURES (i.e.alternative work methods/mechanical aids/engineering controls, etc.)
<b>Workplace/Process</b>		
1. Slips and trips	L	Ensure, that any such hazards, e.g. torn carpets, trailing cables etc. receive prompt remedial attention or report to Building Manager. Do not work alone out with normal hours if your mobility is temporarily impaired (e.g. leg injury). Should be wearing lone worker device.
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.
<b>Equipment:</b>		
1.Work with any potentially hazardous	M	Ensure that any work which involves such items or materials is done during normal building occupancy.

items of equipment or materials		
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.
<b>Violence:</b>		
1. Intruder in building	L	Should you know or suspect that an intruder is present in the building. Do not confront the intruder, lock your door activate the security devices, call 999 and await the arrival of Police.
Aggressive behaviour of visitor	M	Ensure that the barrier is in place if the Office is open and the bolt on the door if not. Activate the security devices, call 999 and await the arrival of Police.
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.
<b>Individual:</b>		
1. Personal medical conditions etc.	L	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.
<b>Work Pattern:</b>		
1. Avoidance of lone and out of hours working	N/A	Consider how your work pattern integrates with those of other workers, with a view to avoiding lone working as far as is practicable.
2. Log in/out procedures	N/A	When lone working is unavoidable, initiate a check-in/check-out system to log your presence in the building.
3. Leaving late (following Council/Committee meetings)	L/M	Wear lone worker device when leaving work until home. Lock-up with someone else ideally (Councillor or colleague). Ideally walk to car (or home) with someone. Councillor escort employee to car park
<b>Other:</b>		
1. Specify		Please note here any other special circumstances, local conditions, etc., which are relevant to lone and out of hours working.

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

Office staff	<b>X</b>	Visitors	<b>X</b>	Others	<b>X</b>		<b>X</b>
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<b>Training</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has necessary information, instruction and training been given?	<b>X</b>		
Expand and clarify, if necessary.			

**Supervision:** Identify the level of supervision required

<b>Is suitable supervision in place?(identify all necessary supervisory measures).</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Periodic telephone contact with lone workers	<b>X</b>		
Regular contact (telephone, radio, etc)		<b>X</b>	
Manual warning devices e.g. panic alarms, etc	<b>X</b>		
End of task / shift contact	<b>X</b>		
Other, specify...	<b>X</b>		

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

Location of First Aid Boxes: Information available on notice boards in each building.

Lone working device – to be switched on and worn by individual. Will detect falls, has alarm to call centre; can activate as needed. Each employee has own response – 3 point call e.g. line manager, councillor, home contact