

PRESTBURY PARISH COUNCIL – LONE WORKER RISK ASSESSMENT January 2024



Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Prestbury Parish Council (PPC) to identify any and all potential risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to eliminate or reduce risks, insofar as is practically possible. The document has been produced to enable Prestbury Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. Council members can ask that items are considered or removed. The document to be formally reviewed annually at Finance & General Purposes Committee.

Abbreviations: Prestbury Parish Council – PPC, Cheltenham Borough Council – CBC, Finance and General Purposes Committee – F&GP

Subject	Risk(s)	Initial Risk H/M/L	Management/control of Risk	Residual Risk H/M/L
Ability to access welfare facilities	Injury/illness	Low	Lighting suitably controlled. Access to water provided. Be aware that heating/cooling may be reduced if out of work hours.	Low
Ability to maintain contact with lone worker	Harm to lone worker health, safety and wellbeing. Possibility of falling ill, fall/injury or violence from others.	Medium	Regular contact by phone with an identified responsible person. Identification of co-worker to be within visual or audible (by mobile) contact of the lone worker Periodic site visit to lone worker by supervisor Contact details left with colleagues in the team or office. Set up emergency contact arrangements with family member	Low
Building security	Possible violence at work, intruders in building and injury	Low	CCTV in operation Access to building is restricted to authorised personnel only outside of normal hours.	Low

Necessary training given to Lone Worker to allow them to work alone.	Potential compromise to lone workers health, safety and wellbeing including possible violence at work or injury	Medium	When working the lone worker must be fully competent to work safely. Must fully understand and be fully conversant with the emergency procedures in place.	Low
Driving	Car Accident, injury	Medium	Drive at appropriate speed. Drive in accordance with the Highways law	Low
Electric machinery/ battery	Dangerous occurrence, possible injury/illness	Medium	Never use damaged machine/ equipment Do not carry out any maintenance work you have not been trained to do. Read & understand operators manual, before using & maintaining equipment. Store battery and electrical equipment in clean and dry conditions. Use only batteries approved by the manufacturer. Always remove the battery during work breaks, transport, storage, maintenance or repairs.	Low
Emergencies	Illness/injury, unsafe situations.	Medium	Arrangements on how to respond to an emergency should be known.	Low

First Aid	Minor or severe injury, ill health, unable to get medical help	Medium	<p>Inform line manager of situation.</p> <p>First aiders are unlikely to be present- contact 999 for emergency help.</p> <p>In the case of feeling unwell, lone worker should contact the line manager</p>	Low
Hazardous Substances	Injury including burns, breathing issues and long-term illness	Medium	<p>Only trained personnel will undertake work.</p> <p>Substances to be kept in secure location</p>	Low
Lone worker subject to medical condition that may increase risk when working alone.	Harm to individuals' health, safety and wellbeing.	Medium	<p>Line manager to respond to specific concerns.</p> <p>Individual is not to work alone if it places them at an increased risk.</p> <p>Any person who requires assistance out of a building in an emergency must not work alone.</p> <p>Ensure risks are discussed with Line manager</p>	Low
Manual Handling	Injury to lone worker	Medium	<p>Not to lift anything that is outside of their capability.</p> <p>Do not lift any load that is too heavy.</p> <p>Training given to staff</p>	Low
Means of access and egress for lone worker	Personal security issues, injury/illness.	Medium	<p>Personnel to carry mobile phone at all times.</p> <p>Plan journeys in daylight where possible and avoid peak traffic.</p> <p>Adequate lighting where parked and walking to building (under review)</p> <p>Plan how to get to transport after leaving taking into account personal safety</p>	Low
Slips, Trips and Falls	Injury/Illness	Medium	<p>Areas well lit.</p> <p>Regular inspection of area to ensure that any trip hazards receive prompt attention.</p>	Low

			Electrical sockets closest to the site of work used to avoid risk of tripping. Equipment stored in designated areas	
Vehicle Movement	Crush or struck by moving vehicle causing injury	Medium	Never assume a vehicle has seen you. Hi-Visibility jackets to be worn as required. Pay particular attention to all vehicles, particularly those reversing. Keep safety in mind at all times.	Low
Violence at work	Psychological problems, depression, injury	Medium	Incidents of violence at work are reportable to the line manager. Do not put personal safety at risk. Remain calm, stick to factual information and do not enter a heated dialogue	Low
Work activity- use of computers and office equipment	Injury and illness.	Low	Regular breaks from DSE work Display Screen Equipment self-assessment & guidance available Workstation and equipment set up to ensure good posture	Low