



TODMORDEN TOWN COUNCIL

Risk Assessment

Assessment Type: Lone Working

Assessment Date: May 2022

Reviewed on:

Reviewed by:

The purpose of this risk assessment is to identify what needs to be done to control health and safety for lone workers. This risk assessment covers general activities such as working alone in an office, going out to different sites, cleaning work, working from home, the use of a personal car for work purposes, lifting/handling and delivering posters, which are of low risk, being undertaken at the convenience and discretion of the individuals.

Who	Severity Rating	Likelihood
S- Staff C- Contractors V- Visitors	1- Minor Injury 2- First Aid Needed 3- Three Day Injury 4- Serious Disability 5- Death	1- Unlikely 2- Less Likely Than Not 3- 50:50 4- More Likely Than Not 5- Almost Inevitable

Hazards	Who	Risk Levels			Minimising Risk By	Managed Risk		
		S	L	R		S	L	R
<p>Verbal and physical assault</p> <p>Staff, either at the office or when visiting clients, may suffer verbal or physical assault from a member of the public.</p>	S V	4	4	16	<p>Staff are trained in dealing with potential violent customers and are competent to assess the potential risks.</p> <p>Staff are trained in first aid and have the knowledge of medical and other emergency services.</p> <p>Staff to write visit details in the office ins and outs notice board.</p> <p>Staff issued with a mobile phone into which key emergency contacts have been entered.</p> <p>Staff to do a daily check to their work phone to confirm it is sufficiently charged and it is working correctly.</p> <p>Staff are fully trained and competent for the duties delegated to them.</p> <p>Team to monitor staff ins and outs notice boards for visiting whereabouts.</p>	3	2	6
<p>Visiting potentially hazardous Locations</p> <p>Staff might risk injury or ill health when visiting premises which are poorly maintained or contain technical hazards e.g. sites/houses with poor electrics or may have asbestos.</p>	S C V	4	4	16	<p>Staff to undertake an assessment on awkward condition of sites and evaluate the likely risks e.g. fall hazards. Where hazardous conditions are identified, additional control measures need to be agreed by staff.</p> <p>Agreed procedures to deal with no returns or incidents.</p>	3	2	6
<p>Manual handling</p> <p>Paper and office equipment.</p> <p>Staff may risk injuries such as strains or bruises from handling heavy objects.</p>	S C V	4	2	8	<p>Staff are trained in manual handling.</p> <p>Trolley to be available to transport boxes of paper and other heavy items where needed.</p> <p>Items not to be stored above head height (1.5m) where possible.</p> <p>No heavy stock on top shelves.</p> <p>Staff advised not to lift or move items unless this can be done safely.</p> <p>Additional trained staff may be required to move large/heavy equipment and such work should be planned in the work programme.</p>	3	1	3

<p>Slip and Trips</p> <p>Staff, contractors and visitors may be injured if they trip over objects or slip on spillages.</p>	<p>S C V</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>General good house keeping such as clear up spills in kitchen promptly and keep walkways clear. All areas should be well lit, particularly stairs and emergency exits. Trailing leads or cables managed. Staff to keep work area clear e.g. no boxes left in the walkways and deliveries stored immediately in suitable locations.</p>	<p>3</p>	<p>2</p>	<p>6</p>
<p>Working at height</p> <p>E.g. Filing on top shelves or changing light bulbs. Falls from any height can cause bruising and fractures.</p>	<p>S C</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Staff trained on working at height. working at height risk assessment undertaken. Staff to be trained on the use of ladders and step ladders. Working at height to be prohibited for lone workers.</p>	<p>4</p>	<p>2</p>	<p>8</p>
<p>Electrocution</p> <p>Staff could get electric shocks or burns from using faulty electric equipment.</p>	<p>S C</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Electrical fixed wiring to be checked every 5 years or as required. Portable electric equipment tested on a yearly basis or after significant use. Staff to visually monitor equipment prior and after use for damage or any defects. Damaged or defective equipment to be secured to avoid accidental use. Staff know where fuse box is and how to safely switch off electricity in an emergency. Access to fuse box kept clear.</p>	<p>4</p>	<p>2</p>	<p>8</p>
<p>Fire</p> <p>If trapped, staff could suffer injuries such as burns, Scolds and Fire damage.</p>	<p>S C V</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Staff trained in emergency procedures and use of fire fighting equipment. Staff familiar with fire alarms and location of equipment and emergency exits. Emergency exits kept clear of obstructions. Fire risk assessment undertaken.</p>	<p>4</p>	<p>1</p>	<p>4</p>

<p>Display Screen Equipment</p> <p>Staff might suffer problems, injuries and discomfort by overuse or improper use of workstation.</p>	S	4	2	8	<p>DSE training carried out by all new staff early on in induction.</p> <p>Workstation and equipment set to ensure good postures and to avoid reflection on the screen.</p> <p>Staff to take regular breaks from screen or change of activity.</p> <p>Good lightning.</p> <p>Regular eye test provided for staff who use display screen equipment.</p> <p>In the office laptop should be used with docking station, screen, keyboard and mouse.</p>	3	1	3
<p>Contact with bleach and other cleaning chemicals</p> <p>Cleaning staff can suffer skin irritation or eye damage from direct contact with bleach and other cleaning products.</p>	S C	4	4	16	<p>Training on COSHH and use of other chemicals.</p> <p>Staff to read and follow instructions on the bottle when using bleach or other cleaning products such as toilet cleaner etc.</p> <p>Caustic sheets ready and available in accessible location.</p> <p>Risk assessment undertaken of combined chemicals in frequent use.</p> <p>First Aid kit and eye wash station.</p> <p>Staff to wear PPE before using/touching the chemicals.</p>	4	2	8