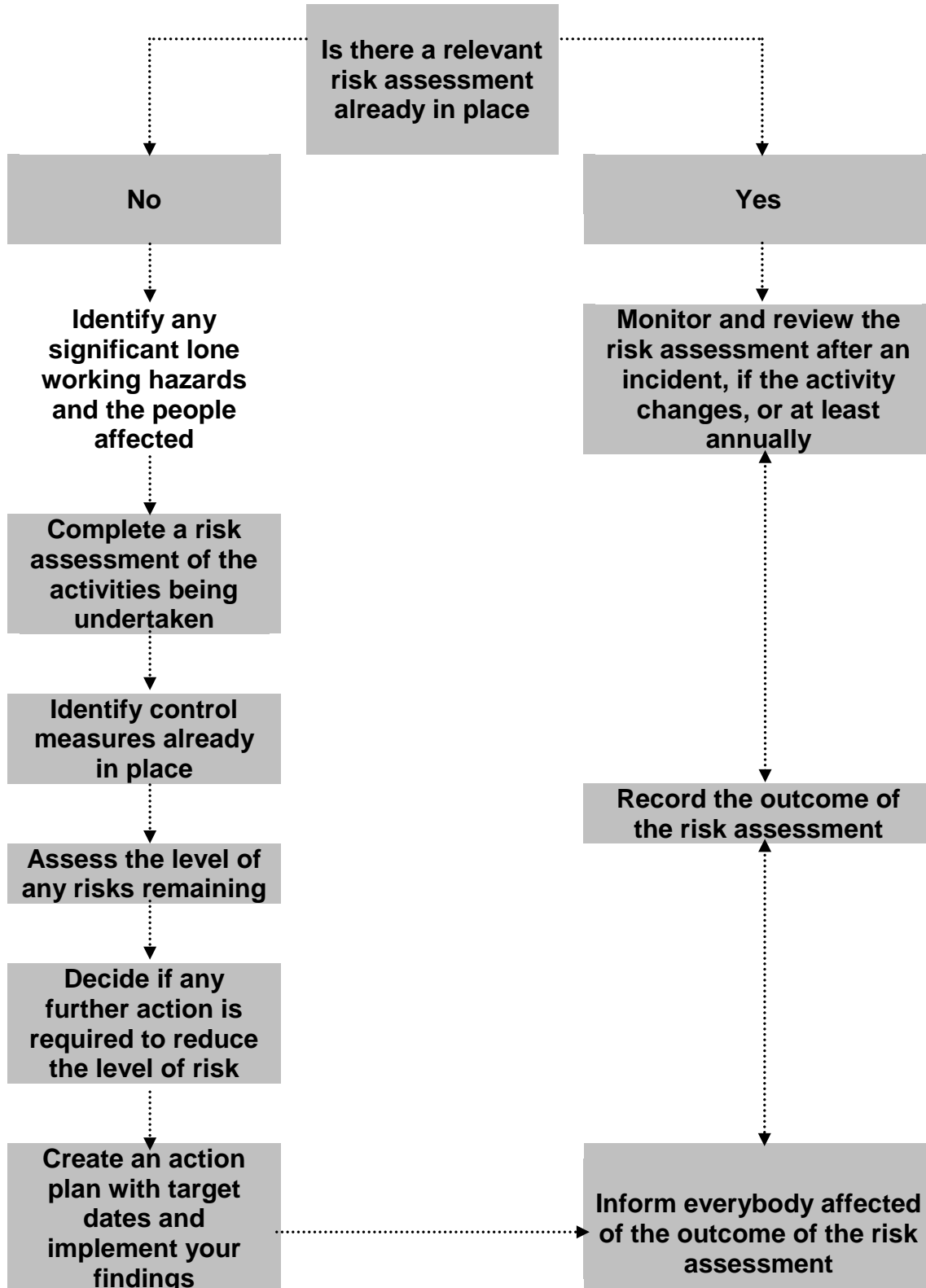




Lone Worker Procedures

Lone working



LONE WORKER RISK ASSESSMENT CHECKLIST AND RECORD



ASSESSOR: ELAINE BAKER **DATE:** 10/02/2011
POSITION: TOWN CLERK
JOB TITLE:

<p>Task : (briefly describe the task or occasion this assessment relates to)</p> <p>Both employees of the Town Council work alone at times due to the limited number of personnel and office opening hours to enable public access to the Council.</p>	<p>Frequency</p> <p>On a daily basis.</p>
<p>INDIVIDUAL OR GROUP (note who is to carry out the task or group/r category of employee if it is a generic assessment)</p> <p>Town Clerk and Clerical Assistant.</p>	

THE WORKPLACE AND WORK RISKS

Question	Yes	No	Comments
Does the workplace present any special risks to a person working alone – work at height, confined spaces etc		✓	Office well presented and maintained.
Is there safe access and egress	✓		Access via main door to Council Offices off Chapel Street, and back door and via Police front door.
Can all plant and equipment to be used during lone working be safely handled by a lone person	✓		Only equipment photocopier, PC, telephone / fax, shredder and adequate training on the use of these has been provided.
If there is temporary access, such as ladders, trestles etc, can they be safely handled by a lone person	N/A		
Can all substances and any hazardous materials be safely handled by a lone person	N/A		
Can any manual handling that may have to be required be carried out safely by a lone person	✓		Only manual handling required is acceptance of deliveries for office consumables.



Is there a risk of violence	✓		Minimal risk notwithstanding ease of public access to the building and Town Council staff.
Are workers of different genders working alone at greater risk		✓	
Are young workers (those under 18 years) at greater risk due to their lack of experience, knowledge etc	N/A		
Are there adequate arrangements for travel at work times, particularly young workers	N/A		

EMERGENCY ARRANGEMENTS

Question	Yes	No	Comments
Are adequate first aid facilities available	✓		First aid book & box located in Council office.
Is there a need for training the lone worker in first aid	✓		No first aid training has been provided. Town Clerk certified to carry out emergency first aid at work (3 yrs 19 March 2010)
In an emergency can help easily find and reach the lone worker	✓		Location of the offices known to the emergency services and councillors aware of employees' location.
Have emergency procedures been tested and found to be working well	✓		Staff advised of evacuation procedure in the case of an emergency.

COMMUNICATION AND SUPERVISION

Question	Yes	No	Comments
Are there arrangements for regular contact between lone worker and supervision	✓		Informal arrangement whereby there is daily contact with the Mayor and other councillors. Either by physical presence in the office, telephone or email.
Will supervisors periodically visit and observe the lone worker		✓	Nature of organisation. Lone working due to limited number of personnel and the part-time working of all employees.



Are automatic monitoring and warning devices appropriate and used (e.g. personal alarms, mobile phones)		✓	No personal alarms provided or office panic buttons.
Is there easy access at all times to communication with the 'outside world' and emergency services	✓		Offices conveniently located within the town centre. Police office in the same building (not 24hrs).

THE LONE WORKER – personal assessment			
Where it is a one off activity, the actual individual is to be considered. Where it is a generic assessment then manager needs to give consideration to the individuals within the group or category			
Question	Yes	No	Comments
Does the lone worker have a medical condition making them unsuitable for lone working		✓	
Does the lone worker have any medical condition on which any foreseeable emergencies may impose additional physical or mental burden which is unacceptable		✓	
Is the lone worker sufficiently experienced for the task	✓		
Is the lone worker provided with adequate information about the risks involved with the task and the precautions to be taken		✓	Discussions with the Mayor and Deputy Mayor about the risks involved.
Is the lone worker provided with suitable training to allow the premises, equipment, any substances to be used safely	✓		Instruction given on the security of the building and fire alarm system.
Is the lone worker provided with suitable training to allow them to deal with any unforeseeable emergency	✓		Procedures in place in the event of fire.



SIGNIFICANT FINDINGS

Risks Identified	Existing Control Measures	Additional Control Measures Required	Action Plan	
			Person responsible	Completion date
Accessibility of the building by members of the public.	Entry buzzer to gain access if the door is closed.	Public counter to reduce the public area. Control the extent of access to the employees without withdrawing public access to the building and staff.	Town Council	Discussion with Cornwall Council required / cost implication to the Town Council
Lack of qualified first aider in the event of an accident. Need to improve reporting mechanism and report to the Council to limit the risk in the future.	First aid box and booklet	Qualification required / Appointed person	Town Council	19.3.2010 valid for 3 years from this date.
Lack of formal reporting mechanism in the event of an incident in the office.	Informal arrangement exists with the Mayor to report issues.	Procedure to approved and adopted in the event of an incident to comply with Health & safety	Town Council	31.3.10

Assessors Name

Signature

Countersigned Town Mayor

Date Internal audit Committee Agreed