



Clawson, Hose & Harby Parish Council








Risk Assessment for

Lone Working

This Risk Assessment covers lone working while attending to council business or activities within the Parish.









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|------------------|--------------------------------------|
| Reference number | |
| Assessor | Anne Mfoulds |
| Date completed | 27/05/25 |
| Review Schedule | Annually |
| Review date | 27/05/26 |
| Approved date | 27/05/25 |
| Approved by | Anne Mfoulds |
| Affected site(s) | Clawson, Hose & Harby Parish Council |


Hazards and controls

|  Hazard: Interface With Contractors or Members of the Public | | |
|--|--|---|
| Who can be harmed/how? | Controls in place | Risk rating |
| <p>Councillors and council employees</p> <p>Risk of injury due to assault and/or verbal abuse from contractors or members of the public.</p> | <p>Checks are conducted on Contractors</p> <p> Prior to being awarded contracts contractors undergo a selection and process of due diligence.</p> <p>Personal Safety - Aggressive Behaviour Awareness</p> <p> Personal Safety - Aggressive Behaviour Awareness</p> <p>Personal Safety - Body Language Awareness</p> <p> Personal Safety - Body Language Awareness</p> <p>Personal Safety - Egress/Escape Route Awareness</p> <p> Staff to position themselves, where the door/escape route is behind them.</p> <p>Two council representatives will attend</p> <p> Should there be a real risk of violence or aggression then at least two council representatives will attend</p> | <div> Low Risk</div> |

**Hazard: Lone working**









Lone workers are those who work by themselves without close or direct supervision. Danger of accident or injury.





| Who can be harmed/how? | Controls in place | Risk rating |
|---|--|---|
| <p>Councillors and council employees</p> <p>Risk of serious injury if performing hazardous duties or exposure to violent / aggressive behaviour</p> | <p>Emergency Plan/Procedures Are In Place</p> <p> An emergency plan/procedure is in place which is communicated to employees who have been trained</p> <p>Health Surveillance/Screening Records Kept</p> <p> Records of all health surveillance/screening programmes are kept</p> <p>Lone Worker Risk Assessment Is Carried Out</p> <p> Lone Worker risk assessment is carried out and appropriate control measures applied accordingly</p> <p>Lone Working Is Avoided/Kept To A Minimum</p> <p> Lone Working Is Avoided/Kept To A Minimum</p> <p>Mobile phones are available</p> <p> All councillors and council employees have access to a mobile phone in the event of an emergency situation.</p> <p>New & Expectant Mother Risk Assessment Carried Out</p> <p> New & Expectant Mother Risk Assessment Carried Out</p> <p>New or Inexperienced people monitored</p> <p> New or Inexperienced employees are closely supervised if required</p> | <p> Low Risk</p> |










| Who can be harmed/how? | Controls in place | Risk rating |
|------------------------|--|-------------|
| | <p>Provision Of Written Safe Systems of Work In Place</p>  <p>Provisions of written Safe Systems of Work to control the process with the minimum risk of injury</p> | |






**Hazard: Manual Handling Activities**

Manual handling activities, including lifting, lowering, pushing, pulling or carrying. Risk of injury due to sprain or strain.

| Who can be harmed/how? | Controls in place | Risk rating |
|---|---|---|
| <p>Councillors and council employees</p> <p>Risk of serious physical injury</p> | <p>Manual Handling - Trolley Truck Provided & Used</p> <p> Manual Handling - Trolley Truck Provided & Used</p> <p>Manual Handling Procedures In Place</p> <p> Relevant employees have been given training in safe lifting practices commensurate with the tasks.</p> <p>Manual Handling Risk Assessment Carried Out</p> <p> An assessment of the manual handling risk has been carried out for the task.</p> <p>Manual Handling Training Given</p> <p> All relevant employees have received training on correct manual handling techniques</p> <p>Protective Footwear Worn Whilst Manual Handling</p> <p> Suitable protective footwear is worn whilst carrying out manual handling activity.</p> <p>Smaller Packages To Help Manual Handling Tasks</p> <p> Packs are broken down into smaller units/packages to make them easier to store and carry</p> <p>Split Loads To Reduce The Manual Handling Risks</p> <p> Loads are split into lighter load weights to reduce manual handling risks</p> | <p> Low Risk</p> |

|  Hazard: Stress | | |
|--|---|---|
| Who can be harmed/how? | Controls in place | Risk rating |
| <p>Councillors and council employees</p> <p>The adverse reaction people have to excessive pressures or other types of demand placed on them.</p> | <p>Mental Health Support Available</p> <p> Mental Health support is available as the first line of contact for those employees requiring help.</p> <p>Work-related Stress Policy In Place</p> <p> The Parish Council has policies & procedures in place to both prevent & address work-related stress</p> | <div> Low Risk</div> |

|  Hazard: Violence at Work | | |
|---|--|---|
| Who can be harmed/how? | Controls in place | Risk rating |
| <p>Councillors and council employees</p> <p>Risk of physical injury and mental distress due to violence at work</p> | <p> Panic Alarm Device Issued/Installed Panic alarm device & procedures are issued/installed & tested regularly</p> <p> Personal Safety - De-escalation Techniques Personal Safety - Awareness of De-escalation Techniques</p> <p> Personal Safety - Personal Safety Risk Assessment Personal Safety - Personal Safety Risk Assessment</p> <p> Personal Safety - Threat Response Training Personal Safety - Threat Response Training</p> <p> Personal Safety/Security Procedures In Place Personal security measures are in place and all employees are trained in accordance with them.</p> <p> Reporting Procedures Followed Reporting Procedures Followed</p> <p> Violence at Work Policy Violence at Work Policy</p> | <div> Low Risk</div> |

|  Hazard: Working In Parish Sites and Locations | | |
|--|--|---|
| Who can be harmed/how? | Controls in place | Risk rating |
| <p>Councillors and council employees</p> <p>Risk of injury/ill health etc. due to the lack of safety awareness on unfamiliar sites/surroundings.</p> | <p>All Employees Receive Induction Training</p> <p> All employees receive induction training upon commencement with the Company</p> <p>All Visitors Are Accompanied</p> <p> All visitors are accompanied by a host of the company at all times</p> <p>Visitor Rules System Operated</p> <p> Visitor Rules System Operated</p> | <p> Low Risk</p> |

Risk rating explanation

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Anne Mfoulds

Approved by signature: Anne Mfoulds