

Lone Working Risk Assessment

Fishbourne Parish Council

Date of risk assessment: 21 May 2019

Activity	Risk identified	Severity	Controls and measures	Do you need to do anything else to control this risk?
Driving	Vehicle breakdown, accident, fatigue, carjacking	L	Maintain vehicle and membership of breakdown association Carry torch, first aid kit and mobile phone Phone in, report route, phone in any changes, phone once arrived Avoid isolated areas Plan route and ensure adequate fuel Take precautions in adverse weather – preferably avoid travel.	
Moving through public areas (eg car parks)	Attack	L	Avoid confrontation. Call for help.	Acquire personal alarm.
Illness / injury	No immediate access to assistance	L	Ensure always have a mobile phone. Avoid risky activities (eg working at height) Have an accessible first aid kit Ensure any equipment used is safe and tested. Keep up to date with first aid training	
Dealing with difficult members of the public	Verbal, physical abuse and threats	M	Ensure a phone is available. If possible, meet in a public area of TFC. Be aware of tone of voice. Involve a member if confrontation is likely Report all incidents to the Chairman and serious incidents to the police.	Conflict training
Dog attack	Bites	L	Avoid contact with strange dogs and behave calmly around them.	
Intruder in TFC	Attack	L	Ensure the main door is locked when in the building alone and all doors and windows fastened. Ensure constant access to mobile phone. Keep valuables locked away	
Meeting people	Attack	L	Always ask for identification. Make sure someone knows where you are and who you are meeting. Always carry a mobile phone.	
Manual Handling	Slips, back injury	L	Avoid lifting heavy objects. Seek help or use lifting aids. If unavoidable, ensure the environment is safe, with no tripping hazards.	
Working at height	Slips strains and fractures	L	Do not work at above-head height when alone.	

Fire	Burns, smoke inhalation, fatal injury	L	Be familiar with fire evacuation procedures. Ensure main door keys are always easily accessible. Do not attempt to fight the fire. Leave the building.	Fire extinguisher for the office
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Assessment review date: 05/20

Signed: *Geoff Hand* **Chairman**

Date: **05/19**

Minute Reference: **18/49.2**

Reviewed 21/05/19 Min ref 19/67.2