

Mancetter Parish Council

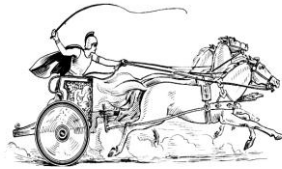
Serving the People of Mancetter and Ridge Lane

DOCUMENT CONTROL

Organisation	Mancetter Parish Council
Title	Lone Working Risk Assessment
Version	1
Creator	Jo-Anne Ambrose, Parish Clerk
Adopted:	22 September 2026
Minute Ref:	2026/057(b)
Last Review Date:	September 2026
Next Review Date:	May 2027

LONE WORKING RISK ASSESSMENT 2026

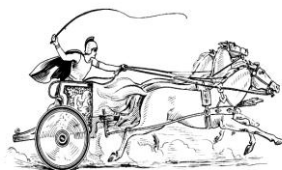
This risk assessment will be carried out for and on behalf of all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as any mobile staff whose work takes them out into the community. Recommendations will be made to eliminate or reduce the risk to the lowest level reasonably practicable. It will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working.



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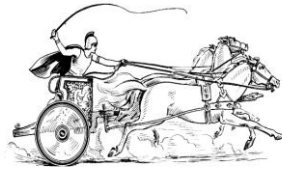
IDENTIFIED RISK	POTENTIAL CONSEQUENCE OF RISK	ASSESSMENT OF IMPACT (H/M/L)	LIKELIHOOD OF RISK OCCURRING (H/M/L)	CONTROLS TO MANAGE RISK AND FURTHER ACTION NEEDED IF NECESSARY
Risk of violence from members of the public entering/exiting meetings and meeting in public	Staff at risk of verbal or physical assault	H	M	Wherever possible, staff should enter the meeting rooms with another member of the council. If a member of staff is alone in the building, a Councillor should be made aware of this. When meeting members of the public, staff should ensure a Councillor is aware of the meeting and where possible, invite a Councillor to attend. If lone meeting, staff to contact the Councillor once meeting has finished. Staff should avoid being left on their own with any new contacts – if possible, arrange for a Councillor to be present. Staff should know channels of communication in an emergency. If staff have concerns about security or suspect there is a threat to life, the police must be informed immediately and the Chair. Staff to make themselves safe. Provide staff with conflict resolution training. Staff to report and record all adverse incidents.



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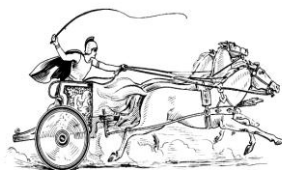
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Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects.	H	L	High shelves for light objects only. Staff member to leave any heavy deliveries in a safe place and wait for assistance wherever necessary.
Slips, trips and falls and other accidents	Staff may be injured if they trip over objects or slip on spillages.	H	L	General good housekeeping. Keep all areas well-lit and clear from trip hazards (e.g. no trailing leads or cables). Office cleaned regularly. Ensure there is access to first aid equipment. Know local arrangements on how to respond in event of fire or other emergency. Do not work with any hazardous substances.



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Risk of violence from members of the public when out in the community (e.g. when undertaking burial clerk duties, meeting contractors, etc)	Staff at risk of verbal or physical assault	H	M	Staff to inform Chair where they are going and their estimated time of arrival back. If plans change significantly, this should be communicated back to the Chair. If visit is deemed to be high risk, delay the visit until staff can be accompanied. Carry a first aid kit suitable for treating minor injuries. Provide a mobile phone and other personal safety equipment, where this is deemed to be necessary. Before making home visits, the lone worker must have full knowledge of the hazards and risks to which he or she may be exposed to and apply control measures to eliminate or reduce the potential risks. If possible, staff should be accompanied by a Councillor.



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Unsuitability of staff member to work alone	Have staff any medical conditions and/or disability which would make it unsuitable and/or unsafe for working alone?	H	L	Chair to monitor suitability of staff for lone working. Staff to ensure that any medical conditions which might be relevant to their working alone are fully disclosed to Chair. Individuals with temporarily impaired mobility must not work alone.
Working at height – filing on top shelves	Falls from any height can cause bruising and fractures.	H	L	No working at height is to be carried out whilst lone working. Ladders only to be used if strictly necessary and someone else is present.