



Nailsworth Town Council Lone Workers Risk Assessment for Staff and Volunteers

Area & Risk Identified	Potential Impact	Management/Control of Risk	Impact	Probability	Rate
Working alone in Town Council Offices	Fire, burns, illness, accident, smoke inhalation, trapped in building.	Fire detection system; fire alarm call points, smoke detectors and alarm. Fire action safety notices, Fire extinguishers, Fire exits, Fire Risk Assessment completed by external company and fire warden & extinguisher training complete. Fire doors are kept shut. Electrical safety and PAT testing up to date. Keep phone to hand so help can be called. Try to have two people together at all times.	3	1	LOW
Working/volunteering in Town Information Centre in the library	Fire - Burns, smoke inhalation, trapped in building.	GCC detection system; Smoke detectors. Heat detectors in boiler room. Fire alarm call points; checked weekly Fire 'action' safety notices/information; Fire extinguishers by all fire exits. Fire doors kept shut; Training for staff; Fire signage; Fire exits; Planned inspections; Hazard reporting and correction; Adequacy of cleaning/waste disposal; Fire Risk Assessments; Fire policy document; Electrical safety inc PAT Testing.; staff know not to bring in untested appliances; No smoking policy; Single floor open plan library.	3	1	LOW



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	Falling/Collapse	Avoid staff working after the library has closed where possible. Keep phone to hand in case of incapacity so that help can be called.			
Intruder in the Town Council Offices	Attack, verbal abuse, theft or arson by an intruder	Controlled access to building via key and shutter coded system. Challenging unknown visitors where safe. Access to phone to call for help, Training for staff, Keep valuables & money boxes locked up, Fire precautions as above			
Intruder in Town Information Centre in the library	Attack, verbal abuse, theft of property, arson	GCC has controlled access to building/ e.g. with key Doors kept locked before library opens Challenging unknown visitors where safe. Access to phone to call for help; Training for staff; Keep valuables locked up; Lockers available; Fire precautions			
Less than two persons in the library building	Attack, verbal abuse, theft of property, arson	Do not open premises until the required number of staff/volunteers arrive. Notify the rota manager or Town Council staff.			
Unforeseen illness or reason for non attendance	TIC is left unattended and may need to close.	Two people will be on the rota together along with at least two library people. Let library staff/volunteers and Town Council staff know so that we do not go below the minimum levels of staffing to open.			



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Manual Handling	Back injury, slip, trip or fall	Minimise by only lifting reduced weight or ask for assistance. Wear appropriate footwear and assess the floor condition to ensure it is not wet or slippery.			
Movement through public areas, locking up and car park	Attack, verbal abuse, theft or property	Lock up the building with another staff member/volunteer and leave together. Keep valuables secure and out of sight, be aware of suspicious individuals and surroundings. Act on intuition and surrender valuables if personal safety is at risk. Town Council offices will be open and look out over this area. If worried remain in building and press panic alarm or phone police or Town Council offices (next door).			
Lone Working	Permitted for short periods of time	Only if: It is a known quiet period If the member of staff/volunteer feels comfortable doing so and has alerted another staff or family member who can raise the alarm if they are not home by the expected time.			