

## BRIMINGTON PARISH COUNCIL

### LONE WORKING RISK ASSESSMENT – Appendix 1 to Policy for Lone Working

14 January 2025

HAZARD	RISK	ACTION TO MINIMISE	NEW RISK
Unauthorised people entering the building	High	Keep doors locked whenever possible when you are in the building on your own	Low
People already in the building	High	Building to be checked before leaving to ensure no one locked in	Low
Fire doors not locked	Medium	Ensure all doors are checked before leaving the building	Low
Someone being threatening or abusive	High	Look at Personal alarm system Staff to receive advice on dealing with difficult situations – Appendix 2 to Policy for lone working	Medium
Locking up at night	High	Where possible ask members of the last group to wait for you to lock up,	Low /Medium
Alarm Call outs	High	Look at heavy duty torches Check for signs of smoke – if found ring 999 and do not enter the building Check for signs of break in – if doors or windows open ring 999 and do not enter the building If none of the above enter the building to disable the alarm bell.	Medium
Accident or fall	High	Take care which tasks are done when building is closed Spread tasks through the day so there isn't a rush at the end of the day Council to look at disposal of tables and chairs from upstairs	Medium
Working in Office	Medium	Open Office window and keep door locked	Low

#### Action Points:

- personal alarm system
- Torches x 2 with details of 24 hour glazier
- Look at replacement table and chairs and dispose of heavy wooden items upstairs
- Ensure Alarm Company contacts up to date