# Risk Assessment Form

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| **Dept: L&FPC Staff** | **Date Assessed: 19th November 2026** | **Assessed by: Jon Sloan** |
| **Task/ Activity:** Lone Working | **Review Date: end 2027** | **Reference Number: v1.1** |

| Activity/ Task | Hazard/Risk | Persons at risk | Controls in place | Probability | Impact | Residual Risk Review |
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| Driving to meetings etc.<br><br>Driving to and from various sites for work | Car hijacking<br><br>Theft of items from vehicle<br><br>Road rage<br><br>Accidents<br><br>Vehicle breakdown | Employees<br>Councillors | Need for journeys replaced by:<br>• Having telephone calls<br>• Reduce need to travel – use journey management planning<br><br>Employees entitled to use alternative means of transport.<br><br>Employees to check vehicle(s) daily prior to use (fuel, tyres, lights, etc).<br><br>Plan journey beforehand.<br><br>Keep valuables to a minimum / hidden from view.<br><br>Keep vehicle doors locked.<br><br>Mobile phone to be kept available for emergency use.<br><br>Driving for Work Policy in use | LOW | MED | LOW |
| Walking between offices / sites | Walking in remote locations / in dark<br><br>Theft of valuables | | All staff have access to Council-supplied or personal communications device.<br><br>Council sites have external lighting or in well-lit areas.<br><br>Mobile phones to be kept charged | LOW | LOW | LOW<br>Provide vulnerable staff with attack alarms if requested<br><br>Training for staff on dealing with violence and aggression |

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| | Violence / aggression | | | | | |
| Working in remote locations | Accident / illness<br><br>Violence / aggression | | All staff have access to Council-supplied or personal communications device.<br><br>Staff to wear supplied PPE - hi-viz tabard, gloves, goggles (as needed).<br><br>Destination / current location logged with manager / office / buddy scheme.<br><br>Staff required to notify manager of any illnesses or injuries which may increase risk.<br><br>Mobile phones to be kept charged.<br><br>Leased van can be tracked via Kia app | LOW | LOW | LOW<br>Provide vulnerable staff with attack alarms if requested<br><br>Training for staff on dealing with violence and aggression. |
| Working with hazardous substances / work equipment | Exposure to chemicals<br><br>Injury from equipment<br><br>Equipment failure<br><br>Restricted access to first aid | Employees<br>Councillors | Prohibited activities determined e.g. confined space work, work on or near live electrical conductors, chainsaws, working over water<br><br>Specific risk assessments in place for higher risk activities, e.g. litter picking, Community SpeedWatch, CEV<br><br>No use of equipment / chemicals without specific training | LOW | LOW | LOW |

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| Working at height | Fall from height | | All personnel prohibited from working at height. | LOW | MED | LOW<br>Not needed as prohibited |
| Meetings with staff, public, contractors | Violence / aggression | | Rooms laid out so that access remains unimpeded during meeting.<br><br>Staff advised to meet wherever possible in public space.<br><br>If not possible, then to position themselves closest to the exit.<br>Check authenticity of persons prior to visit<br><br>Arrange to meet office / public places<br><br>Other staff to attend where possible | LOW | LOW | LOW<br>Training for public facing staff on dealing with violence and aggression |
| Working alone in premises or department | Accident / incident<br><br>Restricted access to support<br><br>Work equipment failure<br><br>Security / violence | | Access doors to be kept locked when working alone.<br><br>No visitors inside the office when alone.<br><br>Communication device(s) available for staff working alone – personal or Council-supplied | LOW | LOW | LOW<br>Establish plans for emergencies<br><br>Consider automatic warning devices / alarms / CCTV / doorbell camera |

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| Out of hours working or night working | Accident<br><br>Violence / aggression | Employees<br>Councillors | Premises well lit.<br><br>Where possible, shifts planned so more than one person working at nights.<br><br>Communications kept available for staff working nights.<br><br>Ensure staff have access to suitable means of transport to prevent walking / driving alone where possible.<br><br>Mobile phones to be kept charged. | LOW | LOW | LOW<br>Provide vulnerable staff with attack alarms if needed<br><br>Health assessments offered to establish fitness to work<br><br>Consider automatic warning devices / alarms / CCTV / doorbell camera |