



MILKOM TOWN COUNCIL

RISK ASSESSMENT: LONE WORKING - OFFICE

Adopted: 28th January 2026 Review date: January 2028

This risk assessment covers general activities which are of low risk, being undertaken at the convenience and discretion of the individual. It does not cover work or any hazardous machinery and/or substances, or the lifting/handling of loads that could cause injury, which should be subject to a specific risk assessment.

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Location of lone working	
Likely reasons for lone working	
Periods when lone working will occur	

<u>HAZARD</u>	<u>CONTROL MEASURE</u>
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Medical fitness. Is the employee subject to any medical condition that may place them at increased risk when working alone?	The employee must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their line manager and, if necessary, their own GP. Individuals must not work alone if any such condition is assessed as placing them at increased risk. Any person who requires assistance to get out of the building in an emergency must not work alone.
Supervision What arrangements are in place to maintain contact with the employee?	The employee must comply with the out-of-hours log-in/out arrangements in operation within the building. Set up contact arrangements with staff and family members.
Training & competency: Has necessary information, instruction and training been given to the employee, and is the employee competent to carry out the work alone?	Any person authorised to be in the building outside normal hours must be fully competent to carry out the work safely and be fully conversant with emergency procedures.
Location & premises	
Building security. Is the building secure?	Access to the Town Council offices and meeting rooms is restricted to authorised individuals who should be supervised by a staff member throughout their visit. However, as the office is located in a multi-agency building, it can be reasonably expected that unauthorised individuals may, both intentionally and unintentionally, enter these spaces. In these instances, employees should ask the individual if they have permission to be in the building. Should the individual become confrontational, the police should be contacted immediately.

Access: Is there a safe means of access/egress for the employee [consider lighting, personal security issues and means of escape in emergency]	Entrances in the vicinity of the building are well lit. The employee should plan how to get to car/public transport after leaving, taking account of potential personal safety issues. Employee should consider use of a personal attack alarm.
Emergencies: Does the employee have access to emergency warning devices to raise the alarm in event of emergency e.g. fire alarm, motion sensors /manual device [panic alarms]	The employee must know local arrangements on how to respond in event of fire or other emergency.
First aid: Are there arrangements in place to deal with a situation where the employee becomes ill or has an accident? [access to First aiders and facilities]	First aiders are unlikely to be present. First aid boxes are available and contents checked regularly. In the event of an employee feeling unwell they should if possible return home or contact the appropriate agency for assistance.
Welfare facilities. Is there adequate heating, lighting, access to drinking water and toilets?	Yes, the office building has adequate heating, lighting, access to drinking water and toilets.
Process/work activity	
Use of computers and general office equipment	The employee should ensure their work station complies, and is set up in accordance with the standards for display screen equipment (DSE) and has undergone a DSE assessment. Employee should take regular breaks from DSE work.
Slip/trips/falls	Regular inspection of site to ensure that any trip hazards [torn carpets, uneven flooring, trailing cables, etc.] receive prompt attention. Individuals with temporarily impaired mobility must not work alone.
Electrical equipment	Ensure all equipment is electrically tested in accordance with recognised procedures. Electrical cables and plugs visually inspected for damage. Do not interfere with plugs or power supply.

Work with hazardous substances and or machinery	Specific risk assessment and procedures to be in place
Single-handed lifting or handling of any load that is of such a weight as to cause injury	Not permitted/specific risk assessment and procedures to be in place
Handling cash	Specific risk assessment and procedures to be in place

Lone working outside of the office

Location of lone working	
Likely reasons for lone working	
Periods when lone working will occur	

ASSESSMENT OF OVERALL RISK	
Provided the control measures listed below are applied, risks will be adequately controlled. By signing this document, the employee confirms that they have read and understood the ‘Lone Working (General Activities)’ risk assessment and Millom Town Council’s Lone Working Policy.	
Name of line manager	
Signature of line manager	
Date	
Name of employee	
Signature of employee	
Date	