



If Rating=Very low / Low
No further action – ensure controls are maintained
If Rating=Medium
Look to improve by next review if reasonably practicable

If Rating=High
Look to improve within specified timescale
If Rating=Very High
Stop activities and make immediate improvements

Risk Assessment Form

RISK ASSESSMENTS FOR ALL ASPECTS OF LONE WORKING	Assessor(s)	Approved by
	William Grosvenor	Full Council
	Date compiled	Version
	15/11/2021	1

Ref No.	What are the hazards	Persons Affected	How They Might be Harmed (Risk)	Initial Risk Rating	Existing Control Measures	Residual Risk Rating	Additional action required to control the risks
1	General maintenance and building work, including the Inspection of Play Equipment, grass and hedge cutting, brush clearance, work to footpaths and litter clearance	Maintenance Officer	Risk of slips, trips or falls, either as a result of surface conditions, faulty play equipment or accident due to momentary inadvertence. Also risk of bites, cuts and stings.		Play equipment is inspected weekly and defects addressed on a timely basis. The Maintenance Officer is equipped with safety equipment appropriate for all activities and trained for those activities requiring special accreditation e.g. using brushcutter / working at height. Protective clothing and hi-vis jacket worn		The likelihood of an accident remains low and there is nothing further that can practically be done to reduce the risk of any accidental injury
2	Contact with COVID-19 infected persons and on surfaces and equipment	Maintenance Officer	Exposure to Covid-19		Social distancing and wearing a mask when working in locations where there are groups of people. Wearing disposable gloves when working on surfaces and equipment		Nothing can be done in practice to reduce risks further although regular flow testing following national / local guidance could be undertaken
3	Driving / cycling	Potentially all staff	Accident		Staff should only drive / cycle on council business when fit to do so and when road conditions are suitable / safe. Vehicles / cycles should be maintained in good working order		Nothing can be done in practice to reduce risks further



Risk rating scoring matrix

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4	Sudden illness	Potentially all staff	Dependant on cause		Access to assistance by telephone whilst in the office. Mobile phones to be carried at all times whilst working alone outdoors		Nothing can be done in practice to reduce risks further
5	Working at height or with specific equipment / tools	Maintenance Officer	Falls or cuts / bruises		Training / full competence in the use of all equipment and use of appropriate protective clothing. Mobile phone to be carried at all times whilst working alone outdoors and first aid kit carried in vehicle		Nothing can be done in practice to reduce risks further
6	Working near to the highway	Maintenance Officer (and potentially any other staff / councillors in the case of moving SID equipment)	Risk of slips, trips or falls or collision with vehicle being driven at speed		Warning signs / barriers/ cones to be deployed if appropriate and also vehicle to be parked to provide protection where necessary. When mowing verges to face oncoming traffic where possible. Hi-vis jackets to be worn		Nothing can be done in practice to reduce risks further
7	Working in isolated locations	Maintenance Officer	Accidents of any sort whilst alone		Mobile phone to be carried at all times whilst working alone outdoors and first aid kit in vehicle. The office should be notified when work is planned in more isolated locations		The use of a codeword in an emergency should be introduced and next of kin details recorded and kept on file confidentially.
8	Outdoor site meetings with members of the public	Office staff and councillors	Verbal / physical abuse		Mobile phones to be carried at all times and colleagues should be made aware of the visit. Ideally site visits should not be made alone to unknown persons but with either another employee or a council contractor		Nothing can be done in practice to reduce risks further, although staff may benefit from training courses run by the Suzy Lamplugh Trust.
9	Casual contact with members of the public whilst carrying out work	All staff and councillors	Verbal / physical abuse		Mobile phone to be carried at all times and all incidents to be reported to the office. Perpetrator details to be acquired if possible.		Nothing can be done in practice to reduce risks further
10	Aggressive behaviour by visitors to the office	Office staff	Verbal / physical abuse		There are no current control measures as the likelihood is considered extremely low and the office is always open to visitors whenever one employee is present.		It would be a proportionate response to current concerns to lock the door to the ground floor so that visitors have to knock / ring to be given access to the ground floor.



MELTON
PARISH COUNCIL

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