

	<b>RUGELEY TOWN COUNCIL</b>	
--	-----------------------------	--

## LONE WORKER RISK ASSESSMENT POLICY

12 April 2022

<b>Date created</b> March 2018	<b>Date adopted</b> April 2018	<b>Date last reviewed</b> April 2022	<b>Next review date</b> February 2024
-----------------------------------	-----------------------------------	---	--

## Rugeley Town Council Lone Worker Risk Assessment

Ref	Risk	Probability	Impact	Policy	Responsible Person	Frequency of review
1.1	Town Council - Aggressive Members of Public	LOW	HIGH	When staff are in the Town Council offices, the inner front door should have the latch dropped. The connecting doors to the theatre should be unlocked so that it provides an alternative escape route from the building. Internal doors must be unlocked when the building is in use.	All Town Council Staff	Annual
1.2	Rose Theatre – Aggressive Members of Public	LOW	HIGH	When staff are in the Rose Theatre, the inner front door should have the latch dropped. The connecting door to the town council offices should be unlocked so that it provides an alternative escape route from the building.	Theatre Staff	Annual
1.3	Town Council - Evening Work safety	LOW	HIGH	Staff should be escorted from the building by the Chair of the Committee or a person appointed by the Chair ensuring that all doors are locked and the alarm system is set.  When leaving the building, staff should call to a nominated person to advise that they are about to travel home.	All Town Council Staff	Annual
1.4	Rose Theatre – Evening Work safety	LOW	HIGH	Ideally staff should leave at the same time avoiding a lone worker remaining in the building. When leaving the building, staff should call to a nominated person to advise that they are about to travel home.  Where a single member of staff is on duty, they should call the theatre manager to say that the	Theatre staff	Annual

				building is being locked up and then call a nominated person to advise that they are about to travel home.		
1.5	Working with dangerous materials	LOW	HIGH	Staff should not work with materials which are corrosive, toxic, explosive, flammable or oxidising, or any other materials identified in COSHH regulations whilst on their own in the building complex.	All Staff	Annual
1.6	Working on towers and ladders	MEDIUM	HIGH	Staff should not work at height on either the ladders or the towners, whilst on their own in the theatre / town council buildings. Staff working at height should have completed training on this before the work begins. The training certificates must be up to date.	All Staff	Annual
1.7	Working in the car park / drains	LOW	HIGH	Staff should not work in the car park or clearing drains etc whilst on their own in the theatre / town council buildings. PPE should be worn and the site cordoned off from passers by.	All Staff	Annual
1.8	Site Visits / External Meetings	LOW	MEDIUM	Staff are required to leave details of all meetings in their desk diaries which are left on their desks. Staff are required to call the office to say that they have arrived and when they are leaving to return.	All Staff	Annual
1.9	Manual Handling	MEDIUM	HIGH	Staff should not undertake any manual handling that is outside the training received or outside the national manual handling regulations.	All Staff	Annual