

MIDDLEZOY PARISH COUNCIL

Risk Assessment: Home Working/Lone Working - Risk Assessment

Name of Assessor: Jacqueline Strong – Parish Clerk

Assessment Date: 12th January 2021

Review Date: January 2022

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Slips and Trips	<ul style="list-style-type: none"> • Clerk • Family Members 	<p>Ensure no trailing cables</p> <p>Keep paperwork and equipment off the floor</p> <p>Wear appropriate clothing/footwear</p>	<p>Advise someone – member of the council or family member if attending village to display notice or assess play area</p>	Clerk/council	Ongoing	
Manual Handling	<ul style="list-style-type: none"> • Clerk • Council Members 	<p>Distribute heavy loads into manageable amounts</p> <p>Ask for help</p>	<p>Follow HSE guidelines: www.hse.gov.uk/pubns/leaflets.htm</p>	Clerk Council Members	Ongoing	
Work Station	<ul style="list-style-type: none"> • Clerk 	<p>Use laptop supplied</p> <p>Check for damage before use</p> <p>Keep workstation clear of un-necessary equipment</p>	<p>Keep cables secure as above</p> <p>Consider PAT</p> <p>Council responsible for equipment it has purchased</p>	Clerk	Ongoing	
Gas Appliances	<ul style="list-style-type: none"> • Clerk • Family 	<p>Annual Boiler Check</p>		Clerk	December 2021	

<p>Health of workers & Volunteers</p>	<ul style="list-style-type: none"> • Clerk • Council Members • Volunteers 	<p>Regular eye tests Use screen brightness control Take regular breaks</p> <p>Test smoke alarms</p> <p>Appropriate ventilation</p> <p>Annual staff review</p>	<p>Maintain weekly contact with Parish Council to 'check in'</p>		<p>January 2023</p> <p>Monthly</p> <p>Nov 2021</p>	
<p>Lone Working</p>	<ul style="list-style-type: none"> • Clerk • Members of Council 	<p>Ensure someone knows where you are if out of home office</p> <p>Take a mobile phone for emergencies</p>	<p>Consider a phone system for logging in and logging out ie: Lone Alert</p> <p>Purchase panic alarm</p>			
<p>Working at height</p>	<ul style="list-style-type: none"> • Clerk 	<p>Do not over reach for files</p> <p>If using a ladder follow instructions</p> <p>Place on stable surface</p>	<p>Have someone hold the ladder</p>			