

RISK ASSESSMENT FORM

Workplace	Rye Town Council	Likelihood (L)	X	Severity (S)
Department	Rye Town Steward Team	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	N. Ledger	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Rye	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Lone working	Likely	4	Major (death or serious injury)
Date Created	19/04/2023	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Ensuring safety of staff working alone	Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Location	Staff	Inspect sites/work areas for any potential hazards when arriving to carry out tasks. Take in to consideration surroundings eg roads, rivers. Light/dark places, confined areas. Management system for all staff that carry out lone working e.g. maintaining regular communication through the day. Mobile phones carried by staff	3	3	9				

2.	physical hazards	Do not undertake any hazardous tasks when working alone eg. Using a ladder in an area that would require a second person for support, or entering confined spaces with restricted access/exits Close off working area to the public with barriers and signage. Do not work on/in the road itself without the correct barriers, cones and signage. Wear PPE provided at all times when outside of the vehicle. Be aware of your work surroundings before and during any tasks being undertaken First aid kit in work vehicle	4	3	12			
3.	manual handling risks	In house manual handling training in place for all staff. Online courses available as an annual refresher. Do not lift/carry/move anything too heavy for person involved. Follow risk assessment for manual handling.	3	3	9			
4.	Duration of work	Hours to be agreed beforehand. Additional time allowed for tasks due to being done alone. More frequent breaks to be taken as needed.	2	2	4			

5.	equipment used	In house training in place for use of hand tools and machinery. NRSWA training in place for use of traffic cones and barriers Ladders inspected visually before each use and inspected 3 monthly by trained member of staff Risk assess the use of specific tools/equipment if there is a risk of harm to the user. All Rye Town Council electrical tools PA Tested where required. Appropriate PPE to be worn Angle grinders only to be used by staff who have completed an abrasive wheels course	4	3	12			
6.	slips, trips and falls	Appropriate PPE or clothing and footwear to be worn First aid kit in vehicle for use for minor injuries If work area is outside and wet or any environmental issues could cause harm, work to be postponed and done when it can be done safely. Follow risk assessment for slips, trips and falls Mobile phone carried by staff	3	3	9			

7.	lack of supervision	Do not undertake any work that may be dangerous or staff member is not completely comfortable with or has complete understanding/knowledge of. Always have mobile phone on in case of an emergency. Check in with line manager at agreed times. Training given in all areas of staff's roles to ensure they are competent and confident working alone	4	3	12			
8.	Transport	Keep vehicle well maintained, insured, MOT'd Staff to have full UK driving licence Vehicle visually inspected before use each day as well as a monthly recorded inspection.	2	2	4			

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:	R. Farhall	Signature of Manager:		Date:	19/04/2023
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1 st review undertaken on:		Signature of Manager:		Date:	
2 nd review undertaken on:		Signature of Manager:		Date:	
3 rd review undertaken on:		Signature of Manager:		Date:	