

<b>Lone Working</b>							
<b>Sandgate Library &amp; Office</b>					<b>Review Date: November 2021</b>		
<b>Step 1 Identify the hazards</b>	<b>Step 2 Who might be harmed &amp; how?</b>	<b>Step 3 What are you already doing?</b>	<b>Risk rating Trivial/ Low / Medium / High / Stop</b>	<b>Step 4 Is anything further needed?</b>	<b>Step 5</b>		
					<b>Action required</b>	<b>Responsible person</b>	<b>Date</b>
<b>Working Alone</b> Possibilities of illness, ASB. accidents., loss of communication	Staff	<p>Staff to email manager to show attendance</p> <p>All staff are aware of how to contact colleagues /manager in case of ill health or incidents.</p> <p>All staff are trained in appropriate behaviour towards disruptive visitors/customers</p> <p>Pathways inside and out of buildings kept clear. When icy grit laid on paths.</p> <p>Line of sight throughout building kept clear</p> <p>Monthly health and safety checks.</p> <p>Report all incidents and accidents.</p>	Medium	<p>Ensure sight lines remain clear when any re design of space undertaken</p> <p>Ensure staff carry mobile phone or personal alarm at all times.</p>	On going		

		<p>Regular discussions about personal safety</p> <p>Regular review of layout of layout to ensure freedom of movement from behind desks in case of confrontation</p> <p>A list of staff timetables and phone numbers in case of non-arrival</p>					
<b>No First Aid provision</b>	Staff	First aid box- contents up to date- monthly check	Low	Ensure staff are aware of First Aid box locations. Ensure staff carry mobile phones to call 999 in an emergency.	Ongoing	Clerk	
<b>Security and locking up once the building is empty</b>	Staff	<p>Ensure perimeters are secure.</p> <p>Report all incidents.</p>	Low	Ensure staff are fully trained in security and locking up procedures.	Ongoing	Clerk	