

Lone Working						Reviewed and agreed: May 18th 2026	
Sandgate Library & Office						Review Date: November 2021	
Step 1 Identify the hazards	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk rating Trivial/ Low / Medium / High / Stop	Step 4 Is anything further needed?	Step 5		
					Action required	Responsible person	Date
Working Alone 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>	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>Monthly health and safety checks.</p> <p>Report all incidents and accidents. 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>					
No First Aid provision	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	
Security and locking up once the building is empty	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	