

Activity Risk Assessment (Actions) Report



Assessment Details								
Org Unit	Scottish Borders -> SBC -> Social Work Services -> Safer Communities			Assessor Name				
Reference	1015			Assessment Team Members				
Is This Confidential	No			Assessment Date	17/05/2018			
Publish To Portal	No			Activity Description	Gypsy / Traveller Liaison Officer - working alone carrying out site visits.			
Risk Assessment Category	General			Number Of People Exposed	0			
Project Risk Assessment Reference				People Exposed				
Assessment Title	Lone working for Traveller Liaison.			Is This An Acceptable Risk?	No			
Location	Traveller Sites			Review Date	01/06/2019			
Date Record Created	01/06/2018			Reviewed By	Graham Jones			
Hazard Category	Hazard Description	Persons At Risk	How Is Person At Risk	Control Measures Currently In Place	Current Risk Factor	Additional Control Measures	Residual Risk Factor	Actions
First Aid/Medical	Employee could become unwell when working out in the community.	Employee		Ensure that employee has a fully charged mobile phone. Lone worker to ensure they tell their 'buddy' where they are going and what time they will be back so that the 'buddy' can raise the alarm should they fail to report back in.	9 - Medium		9 - Medium	

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Lone Working / Personal Safety	Risk of violence / aggressive behaviour from members of the public.	Employee	Violent or aggressive behaviour aimed at employee.	Ensure employee can keep themselves safe. Ensure they position themselves close to an exit point. Lone worker to tell 'buddy' where they are going and what time they will be back along with contact details so that the 'buddy' can check in with the lone worker if fails to return or update at the agreed time. If going to visit community members and a high level of animosity is anticipated, consideration should be given to taking along another staff member or making the local police aware so they can be in the area if possible.	12 - High		12 - High	
Biological	Human & domestic waste	Employee	Improper disposal of human, animal and domestic waste	Employee to be aware of their surroundings.	6 - Medium		6 - Medium	
Lone Working / Personal Safety	Lone working in the office or visiting clients	Staff	Staff could suffer injury or ill health while out of the office, eg when visiting clients' offices, or while working alone in the office.	Staff write visit details in office diary and give a contact number. Staff not returning to the office after a visit call in to report this. SBC lone working policy, documented lone working procedures for area officers. Protocols for use of interview rooms.	6 - Medium	Whereabouts of staff 'out of the office' to be monitored by office-based staff.	4 - Medium	

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Lone Working / Personal Safety	Violence, aggression and threatening behaviour, eg verbal abuse, robbery	Staff	Staff may suffer assaults, threats and abuse from members of the public.	Staff trained not to resist a robbery. Staff provide good, polite service from customer service training. Members of staff trained in dealing with difficult and potentially confrontational situations, eg dissatisfied customers.	9 - Medium	Contact local police station to get advice if going to deal with a person who is known to be aggressive. Ask those staff trained in dealing with difficult situations to share best practice with colleagues.	6 - Medium	
Fire	Fire. Smoke inhalation.	Staff and visitors	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	Employees going into other buildings / homes. Risk of fire, however will be minimal. Staff to be aware of their surroundings and their nearest exit in an unknown environment.	4 - Medium		4 - Medium	
Stress	Demands, Manager Support, Peer Support, Change, Role, Control	Staff	Could be affected by factors such as lack of job control, intimidation from members of the public and lack of support from management.	Staff understand what their duties and responsibilities are. Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. supporting policies. Staff can speak confidentially to manager or supervisors (on a no-blame basis!) if they are feeling unwell or ill at ease because of work.	8 - Medium	Annual Stress assessment should be completed by all staff from the Lexi Health & Safety Hub.	4 - Medium	
Assessment Conclusion								
Signatures								