



2026

WOOTTON PARISH COUNCIL LONE AND ISOLATED WORKING RISK ASSESSMENT



3 Longden Close

Haynes

Bedfordshire

MK45 3PJ

Clerk@Wootton-PC.gov.uk

Tel: 07531 930788

Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th October 2016	Full Council Meeting of Wootton Parish Council on 12 th October 2016
Version 2.00	Full Council Meeting of Wootton Parish Council on 10 th May 2017	Full Council Meeting of Wootton Parish Council on 10 th May 2017
Version 2.00	Full Council Meeting of Wootton Parish Council on 12 th September 2018	Full Council Meeting of Wootton Parish Council on 12 th September 2018
Version 2.00	Full Council Meeting of Wootton Parish Council on 11 th September 2019	Full Council Meeting of Wootton Parish Council on 11 th September 2019
Version 2.00	Full Council Meeting of Wootton Parish Council on 14 th October 2020	Full Council Meeting of Wootton Parish Council on 14 th October 2020
Version 2.00	Full Council Meeting of Wootton Parish Council on 9 th June 2021	Full Council Meeting of Wootton Parish Council on 9 th June 2021
Version 3.00	Full Council Meeting of Wootton Parish Council on 8 th December 2021	Full Council Meeting of Wootton Parish Council on 8 th December 2021
Version 3.00	Full Council Meeting of Wootton Parish Council on 12 th October 2022	Full Council Meeting of Wootton Parish Council on 12 th October 2022
Version 3.00	Full Council Meeting of Wootton Parish Council on 12 th July 2023	Full Council Meeting of Wootton Parish Council on 12 th July 2023
Version 3.00	Full Council Meeting of Wootton Parish Council on 12 th March 2025	Full Council Meeting of Wootton Parish Council on 12 th March 2025
Version 3.00	Full Council Meeting of Wootton Parish Council on 11 th March 2026	Full Council Meeting of Wootton Parish Council on 11 th March 2026

To be reviewed annually.

Assessed Risk: Lone & Isolated working		Assessed by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 27 th February 2026
SEVERITY OF HARM →	NEGLIGIBLE Superficial injuries, minor cuts, and bruises	MODERATE Minor fractures or ill health leading to minor disability	SEVERE Multiple injuries, major fractures, fatalities
LIKELIHOOD OF HARM ↓			
IMPROBABLE	SLIGHT	TOLERABLE	MODERATE
POSSIBLE	TOLERABLE	MODERATE	SUBSTANTIAL
FREQUENT	MODERATE	SUBSTANTIAL	INTOLERABLE

Nature of Hazard?	Who might be harmed and how?	Actions already in place	Further actions required to manage this risk?	Action to be taken by whom?	Further actions by when?	Date completed
Injury through confrontation with members of the public	Council staff, volunteers and councillors	Whenever possible, ensure two people minimum are in attendance when on council business	Reference should be made to the Litter Picking (and caretaker) risk assessment as a further action	Clerk to the Council – personal alarm has been issued to the litter picker. The caretaker has confirmed they do not require one	As and when required	Ongoing
Accidental injury whilst on council business	Council staff, volunteers and councillors	Issue staff with appropriate protective equipment (PPE) Advise staff of Manual Handling requirements Ensure staff do not use any equipment for which they have	Keep register and regularly check/inspection of issued PPE Ensure Manual Handling training is given where necessary Issue guideline on authorisation of	Clerk to the Council – staff have been offered PPE and have confirmed they currently have no requirements	As and when required	Ongoing

		not been trained Whenever possible, ensure two persons' minimum are on site or working together	use of equipment Persons to assess risk prior to commencing work and if deemed unsafe, contact the Clerk to the Council or Chairman for advice			
--	--	---	--	--	--	--

Please note this risk assessment should be considered in conjunction with the Litter Picking (and caretaker) risk assessment and Lone and Isolated Working policy.

Personal Protective Equipment and Work Equipment Issue Record	Issued by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 2026
Equipment Issued: Hi-Viz jacket, suitable footwear and a litter picking tool (where requested)	Issued to: Lorna Cochrane and Katie Day	
Review date: 27.2.26	Instruction on use given by whom: N/A	
Inspection frequency: Before each use	Inspection arrangements: To be carried out by Lorna and Katie	
Reporting arrangements: Report to the Clerk to the Council	Arrangement for routine replacements: Clerk to the Council will arrange for all routine replacements when reported	

Employee Acknowledgement
I confirm that I have received the Work Equipment described above and understand the instructions on usage, storage, maintenance, reporting and replacement. Employee signature: reviewed in person Date: reviewed February 2026