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| ***Risk Rating System***  *Severity or most likely consequence*  *Likelihood of the incident occurring* | 1  2  3  *1 = Minor/ No Injury*  *2 = Lost Time Injury*  *3 = Major Injury/ Fatality*  *1 = Unlikely/ Infrequent*  *2 = Possible/Occasional*  *3 = Likely/ Frequent* |
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| *Risk Rating = Likelihood x Severity* | *1 or 2 = Low Risk/ Priority*  *3 or 4 = Medium Risk/ Priority*  *6 or 9 = High Risk/ Priority* |

**Lone Working Risk Assessment**

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| --- | --- |
| Organisation Name: |  |
| Location / Department: |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

**THIS IS A TEMPLATE ASSESSMENT AND THE CONTENT MUST BE AMENDED TO SUIT YOUR CIRCUMSTANCES, INCLUDING THE LOCATION, PERSONNEL AND ACTIVITIES BEING UNDERTAKEN.**

**Risk Assessment**

| **Description of Hazard** | **Who could be harmed and how?** | **Existing Control Measures** | **Risk Rating (1-9)** | **Additional Action Required (Yes / No)** | **Action Ref. No.** |
| --- | --- | --- | --- | --- | --- |
| Accident being sustained whilst working alone  *(Expand above/ to the right, to note likely type of accident/injury expected, dependent on work activities;*  *e.g. electrocution, machinery/toll use, falls from height, slip/trip/fall, or other hazards that may be specific to your work premises/location…)* | *To be defined by risk assessor – this may be an individual, or a specific job role, or equally could be applicable to all staff…* | * *Avoid lone working where possible and insist on two staff, or minimize the time spent working alone* * *Notify manager/ colleagues of start time and when finished (check in / check out procedure could be instigated)* * *Insist on regular checking in (e.g. each hour, and staff to respond/ attend site if no response), or completed via CCTV system* * *Restrict staff to low risk tasks / avoid high risk activities such as working at height* * *Means to summon assistance carried by lone worker (e.g. mobile phone/ radio/ lone worker device)* * *Means to charge radio/ phone/ lone worker device available at all times* * *Consider environmental factors and hazards they create (e.g. snow, ice, wind, rain, excessive heat, lighting requirements) when deciding whether to authorize lone working* * *Vulnerable workers (e.g. disabilities, young workers, new/expectant mothers, or those with particular health conditions/ illnesses or receiving medication that could impair their abilities) not permitted for lone working at any time* * *Instruction and training provided to all lone workers ahead of being allowed to lone work* * *Emergency procedures/ summoning assistance explained to all lone workers* * *On call / emergency response staff at all times during lone working* * *First aid equipment available* * *Correct workwear / PPE to be mandated even when working alone* * *Procedures in place for reporting incidents/ accidents/ and de-briefing lone workers regularly to highlight any concerns* |  |  |  |
| Exposure to violence/ assault/ aggression  *(Expand to set out the likely scenario – e.g. exposure to violent customer/ clients/ members of the public…)* | *As above (TBC)…* | *As per list of controls on page 1, plus…*   * *Security/access controls to work premises* * *Visitor ID badges / signing-in books etc. to limit access to the workplace* * *External doors / windows secured to prevent unauthorised access* * *Individual risk assessment of the staff/ customer/ location that gives rise to the risk* * *Additional specialist training (e.g. de-escalation techniques/ behaviour management/ restraint and/or self-defence)* |  |  |  |
| Medical emergency/ illness during lone working | *As above (TBC)…* | *As per list of controls on page 1, plus…*   * *Individual risk assessment completed for each staff member likely to lone work, to assess fitness for the role, and any disabilities, health conditions, medication etc. that puts them at a heightened risk* * *More intrusive supervision procedures, for checking in / communicating with them during the period of work* * *More careful consideration of the location or environmental factors experienced during lone working* |  |  |  |
| Becoming trapped/ locked in a container, room, building during lone working  *(e.g. walk in fridge, freezer, oven/drying room, room with self-closing door etc.)* | *As above (TBC)…* | *As per list of controls on page 1, plus…*   * *Assess all door locks and ensure this cannot happen* * *Means to open all doors from inside* * *Emergency alarm/ means to raise the alarm from within all such enclosed spaces* * *No lone working authorized in such areas, at any time* * *Increased supervision (e.g. regular checks conducted on such locations)* * *CCTV used to monitor these locations* * *Remote monitoring of lone worker devices and GPS functionality to allow locating of that lone worker* |  |  |  |
| Fire or other emergency |  | * *Emergency procedures in place for all such scenarios* * *Lone workers all briefed/ trained in the procedures to follow in the event of an emergency (to a higher level than staff generally, who would be directed by managers/colleagues in a non-lone working scenario)* * *Sufficient staffing levels at all times to allow an effective response to emergencies* * *Remote monitoring of fire/ intruder alarms to ensure emergency services are called or keyholder/ security service responds* * *Remote monitoring of lone worker devices and GPS functionality to allow locating of that lone worker* |  |  |  |
| Working away from premises in a lone working capacity  *(e.g. car accident, attack/assault, hazards at the location being visited…)* | *As above (TBC)…* | *As per list of controls on page 1, plus…*   * *Risk assess all locations/ clients/ customers that lone workers are required to visit, to assess their suitability* * *Assess and plan the travel requirements to ensure the most appropriate means and safest form of travel is used* * *Instigate GPS tracking of staff vehicles / use of lone worker device with GPS functionality* * *Emergency equipment provided, appropriate to the work to be undertaken (e.g. hi-vis or weatherproof clothing, PPE, access equipment, torch, first aid kit etc.)* * *Check mobile phone signal/ network coverage in area lone working will be taking place* |  |  |  |
| Working in an isolated location or area, away from colleagues | *As above (TBC)…* | *As per list of controls on page 1, plus…*   * *Risk assess all locations/ clients/ customers that lone workers are required to visit, to assess their suitability* * *Notify staff on site/ on call staff of location of work and estimated duration of task, to enable checks in the event of late check-in* * *Planned/ routine breaks or meeting of staff working remotely, to allow check-in to take place* * *Check mobile phone signal/ network coverage in area lone working will be taking place* |  |  |  |
| *Other relevant hazards particular to the work activity, individual, location etc. being considered…* |  |  |  |  |  |

**Action Plan**

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| **Action Ref. No.** | **Action Required** | **Completion Deadline** | **Responsible Person(s)** | **Completion Date** |
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| **Date for Next Review:** |  |