

Lone Worker Assessment

Completed By : P Ruddy, FIIRSM, RSP, TechIOSH	Date Completed : 28.10.19	Risk Assessment No. : 001
Location / Task / Activity : Lone Working		
Who is affected / at risk : Staff, Visitors and Contractors.		

Risk Assessment Matrix (Risk Rating)

Tolerable - Risk Acceptable. Monitor and additional controls if required.

Moderate - Monitor and if possible reduce risk.

Substantial - Risk mitigation Strategy and additional controls required.

Residual Risk Rating - if '*Substantial*' or not acceptable level of risk after consideration of the controls currently in place further appropriate action should be taken.

		Consequence		
Risk Rating Table		H1 - Slightly Harmful	H2 - Harmful	H3 - Very Harmful
Likelihood	L1 - Very Unlikely	L1H1 - Tolerable	L1H2 - Tolerable	L1H3 - Moderate
	L2 - Unlikely	L2H1 - Tolerable	L2H2 - Moderate	L2H3 - Substantial
	L3 - Likely	L3H1 - Moderate	L3H2 - Substantial	L3H3 - Substantial

No.	Description of Activity, Associated Hazards and Potential Consequences	Inherent Risk Rating	Description of Control Measures currently in place	Residual Risk Rating
1	No / loss of contact with lone worker – potential for delay in case of an emergency, violence and aggression	L2H3	<ul style="list-style-type: none"> Contact should be made between lone worker and designated 'buddy' staff (e.g. to confirm arrival, departure, safe status). Procedures in place in the event that staff do not call in or return as agreed (including out of hours). Work contacts have readily accessible details of staff personal contact information (including next of kin details). Staff and their next of kin should have readily accessible details of work contacts (e.g. of line manager). Mobile telephone should be carried, fully charged and switched on. Staff should reduce valuables and personal items taken carried (less to give up, less likely to resist). Meeting time and location should be considered before proceeding and plans adjusted as required (e.g. risks related to time of day, venue, parking and getting to meeting location, members of public whilst on route, meeting location itself). Personal safety training for staff. 	L2H2

2	Aggression and violence from people visiting or in proximity of the workplace	L1H3	<ul style="list-style-type: none"> • Staff should consider unexpected risks on arrival at premises (e.g. signs of break in, people outside the building causing them concern etc) and leave if concerned. • Building access controls (including security doors and ID badge checks), in place to prevent unauthorised admission to 'staff only', sensitive or hazardous areas. • Security staff posted in close proximity to office bases • Staff should reduce valuables and personal items taken to work (less to give up, less likely to resist). 	L1H2
3	Accidents and first aid – lone working staff may need and not have access to fist aid provision	L2H2	<ul style="list-style-type: none"> • Suitably stocked first aid kit available and accessible on site. • Accidents should be reported and investigated. • Lone worker safety monitoring arrangements in place as above. 	L2H1
4	Staff at greater risk due to personal circumstances - Lone working staff who are pregnant, young, disabled, have medical conditions or are on medication or who are inexperienced.	L2H2	<ul style="list-style-type: none"> • Lone workers asked to disclose details of any medical condition, medication, etc which might affect their safety at work. • Individual staff risk assessments conducted as required (no known issues at time of assessment). 	L2H1
5	Personal safety and travelling – employees Feeling vulnerable (especially if a woman traveling alone). Becoming the victim of crime.	L2H2	<ul style="list-style-type: none"> • Lone workers to Plan journeys carefully. Know what route they are taking and let other people know where they are going and when they hope to arrive • Never leave keys in the ignition whilst out of the car for any reason. • Keep the doors locked when driving and keep bags and other valuables out of sight. • Make sure any car used is serviced regularly. In winter it is especially important to keep lights clean and battery fully charged. • Lone workers should make sure they have up-to-date breakdown cover and that they know the number to call. 	L2H1

Notes / Feedback from Affected Parties / Additional Controls Required: