



Risk Assessment

Main Details

Revision Details	5 (2022-12-23)	Status	Complete
Reference Number	EXAMPLE1	Overall Risk Rating	Low
Assessment Type	Lone Working	Organisation	West Suffolk Council
Assessment Title	Lone Working		
Assessment Description	Lone worker risk assessment		
Risk Rating Type	5x5 Standard Matrix		
Assessed By			
Completed Date	23/12/2022	Allow Access Via Portal Company View	True
Review Period	6 Months	Planned Review Date	23/06/2023
Planned Reviewer			

Hazard Details

Hazard	Who may be harmed	Potential Harm	Likelihood	Initial Risk Rating		Existing Control Measures	Likelihood	Residual Risk Rating	
				Consequence	Impact			Consequence	Impact
Ability to access welfare facilities	Lone worker	Injury/illness	Low	Low	Low	Lighting suitably controlled Access to water provided Be aware that heating/cooling may be reduced if out of work hours	Very Low	Low	Low
Ability to maintain contact with lone worker	Lone worker	Harm to lone worker health, safety and wellbeing. Possibility of falling ill, fall/injury or violence from others.	Medium	Medium	Medium	Regular contact by phone with an identified responsible person. Identification of co-worker to be within visual or audible contact of the lone worker	Low	Low	Low

						<p>Signing in/out arrangements in place</p> <p>Periodic site visit to lone worker by supervisor</p> <p>Contact details left with colleagues in the team or office.</p> <p>Set up emergency contact arrangements with family member</p>			
Building security	Lone worker	Possible violence at work, intruders in building and injury.	Low	Low	Low	<p>Concerns must be reported to CCTV</p> <p>Access to building is restricted to authorised personnel only outside of normal hours.</p>	Low	Low	Low
Competency and training given to Lone Worker to allow them to work alone	Lone worker, anyone located near or in the same building as worker.	Potential compromise to lone workers health, safety and wellbeing including possible violence at work or injury.	Low	Medium	Medium	<p>If inside the building out of work hours, the lone worker must be fully competent to work safely.</p> <p>Fully understand and be fully conversant with the emergency procedures in place.</p>	Very Low	Low	Low
Driving	Lone worker	Car Accident, injury	Low	Medium	Medium	<p>Drive at appropriate speed for the road conditions.</p> <p>Drive in accordance with the Highways law</p> <p>Driver to undertake CPC training</p>	Low	Low	Low
Electric machinery/ battery.	Lone worker and those around them	Dangerous occurrence, possible injury/illness	Low	Medium	Medium	<p>Never use damaged machine/ equipment.</p> <p>Do not carry out any maintenance work you have not been trained to do.</p>	Low	Low	Low

						<p>Read & understand operators manual, before using & maintaining equipment.</p> <p>Store battery and electrical equipment in clean and dry conditions.</p> <p>Use only batteries approved by the manufacturer.</p> <p>Always remove the battery during work breaks, transport, storage, maintenance or repairs.</p>			
Emergencies	Lone worker	Illness/injury, unsafe situations.	Low	Medium	Medium	<p>Skyguard devices to be used if issued</p> <p>Local arrangements on how to respond to an emergency should be known</p>	Very Low	Low	Low
Excavations- Falling into excavations/collapse of trench	Lone worker	Minor to severe injury	Very Low	Medium	Low	<p>Exclusion zones used and clearly marked</p> <p>Do not enter or allow anybody to enter a trench if you consider it unsafe</p> <p>Do not stand too close to the edge of excavations</p> <p>Care to be given when walking on disturbed ground</p> <p>Depending on sub-soil conditions, even shallow trenches may require shuttering</p>	Very Low	Low	Low
First aid	Lone worker	Minor or severe injury, ill health, unable to get medical help	Low	Medium	Medium	<p>Inform line manager of situation</p> <p>First aiders are unlikely to be present- contact 999 for emergency help</p>	Low	Low	Low

						In the case of feeling unwell, lone worker should return home			
Hazard Substances	Lone worker	Injury including burns, breathing issues and long term illness	Low	Medium	Medium	Only trained personnel will undertake work	Very Low	Low	Low
						Not permitted for students to use			
Lone worker subject to medical condition that may increase risk when working alone.	Lone worker	Harm to individuals health, safety and wellbeing.	Low	Medium	Medium	HR and health and safety to respond to specific concerns.	Very Low	Low	Low
						Individual is not to work alone if it places them at an increased risk.			
						Any person who requires assistance out of a building in an emergency must not work alone.			
						Ensure risks are discussed with Line managers/HR/H&S and if necessary Occ. health and GP.			
Manual Handling	Lone worker	Injury to lone worker	Low	Low	Low	Not to lift anything that is outside of their capability.	Very Low	Low	Low
						Do not lift any load that is too heavy			
						Manual handling training given to staff			
Means of access and egress for lone worker	Lone worker	Personal security issues, injury/illness.	Low	Medium	Medium	Personnel to carry mobile phone at all times	Low	Low	Low
						Plan journeys in daylight where possible and avoid peak traffic			
						Adequate lighting where parked and walking to building			

						Plan how to get to transport after leaving taking into account personal safety			
Rough Terrain	Lone worker	Injury through trip	Low	Medium	Medium	Care to be given when walking on disturbed ground Avoid piles of building materials and discarded/broken items	Low	Low	Low
Slips, Trips and Falls	Lone worker	Injury/illness	Medium	Medium	Medium	Areas well lit Regular inspection of area to ensure that any trip hazards receive prompt attention Electrical sockets closest to the site of work used to avoid risk of tripping Equipment stored in designated areas	Low	Low	Low
Vehicle movement	Lone worker	Crush or struck by moving vehicle causing injury	Low	Medium	Medium	Never assume a vehicle has seen you or remain under any slung loads Hi Visibility jackets to be worn as required. Pay particular attention to all vehicles, particularly those reversing Site briefing Keep to marked walkways Keep safety in mind at all times.	Low	Low	Low
Violence at work	Lone worker	Psychological problems, depression, injury	Medium	Medium	Medium	Incidents of violence at work are reportable to the H&S team within HR Do not put personal safety at risk Remain calm, stick to factual information and do not enter a heated dialogue	Low	Low	Low

Work activity- use of computers and office equipment

Lone worker

Injury and illness

Low

Low

Low

Regular breaks from DSE work

Very Low

Low

Low

Display Screen Equipment self assessment & guidance available in the H&S policy

Workstation and equipment set up to ensure good posture

Actions

No results found
