

## **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 True Company View

**Review Period** 6 Months **Planned Review Date** 23/06/2023

**Planned Reviewer** 

Hazard Details								
				Initial Risk Rating		Existing Control Measures	Residual Risk Rating	
Hazard	Who may be harmed	Potential Harm	Likelihood	Consequence	Impact	Existing Control Measure Likelihood	Consequence	Impact
Ability to access welfare facilities	Lone worker	Injury/illness	Low	Low	Low	Lighting suitably controlled Very Low  Access to water provided  Be aware that heating/cooling may be reduced if out of work hours	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 Y	Medium	Medium	Regular contact by phone Low with an identified responsible person.  Identification of co-worker to be within visual or audible contact of the lone worker	Low	Low

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

						Read & understand operators manual, before using & maintaining equipment.  Store battery and electrical equipment in clean and dry conditions.  Use only batteries approved by the manufacturer.  Always remove the battery during work breaks, transport, storage, maintenance or repairs.			
Emergencies	Lone worker	Illness/injury, unsafe situations.	Low	Medium	Medium	Skyguard devices to be used if issued  Local arrangements on how to respond to an emergency should be known	Very Low	Low	Low
Excavations- Falling into excavations/collapse of trench	Lone worker	Minor to severe injury	Very Low	Medium	Low	Exclusion zones used and clearly marked  Do not enter or allow anybody to enter a trench if you consider it unsafe  Do not stand too close to the edge of excavations  Care to be given when walking on disturbed ground  Depending on sub-soil conditions, even shallow trenches may require shuttering	Very Low	Low	Low
First aid	Lone worker	Minor or severe injury, ill health, unable to get medical help	Low	Medium	Medium	Inform line manager of situation  First aiders are unlikely to be present- contact 999 for emergency help	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.		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		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	Low	Low	Low
						avoid risk of tripping Equipment stored in designated areas			
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 Visability jackets to be worn as required.		Low	Low
						Pay particular attention to all vehicles, particularly those reversing Site briefing Keep to marked walkways			
Violence at work	Lana wastay	Davide de vice l	Madium	Madium	Modium	Keep safety in mind at all times.	Lau	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

Work activity- use of Lone worker computers and office equipment

Injury and illness Low

Low

Low

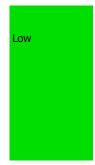
Regular breaks from DSE work

Very 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

