

Task/Activity/Environment: LONE WORKING		Location: Various	Date of Assessment: 11 Aug 2015
Identify Hazards which could cause harm: No Hazard		Identify risks = what could go wrong if hazards cause harm: No Risk	
1	Working alone	1	Accident occurring and being unable to summon assistance
			Assault/mugging requiring assistance
			Accident/incident not being detected by staff in the office and all going home without realising someone hasn't returned
List groups of people who could be affected: Staff			What numbers of people are involved? All
What risk controls are in place to reduce risks? No. Risk Control			Risk level with risk controls
1	Staff all have access to telephones at desks and if working away from desks have been issued with mobile phones (or agreed to use their personal mobile phone) The main office doors are automatically locked out of regular office hours (5.00pm until 8.30am the following day), access is by staff swipe card only Displayed at various locations are emergency contact numbers which include security and the local police		8
What additional actions are required to ensure risk controls are implemented / effective or to reduce the risk further? No.			Risk level with additional risk controls
1	Written safe system of work to ensure understanding of procedure and importance of own safety Monitoring and practice/testing of action to take in the event of a "missing" person Caretakers walk round building taking note of any member of staff left in the building.		4
Is health surveillance required? YES/NO		If YES, please detail:	
Who will be responsible for implementing risk controls: H&S Co-ordinator and Deputy H&S Co-ordinator			By When: Regular Intervals

Completed by: Jane Hopkinson

Signed: J.L. Hopkinson

Record of annual review: 11 Aug 2016

Risk Rating:

↑ Increasing Consequence	5	10	15	20	25	17-25 Unacceptable – Stop activity and make immediate improvements/seek further advice
	4	8	12	16	20	10-16 Tolerable – look to improve within specified timescale
	3	6	9	12	15	5-9 Adequate – Look to improve at next review
	2	4	6	8	10	
	1	2	3	4	5	1-4 Acceptable - No further action, but ensure controls are maintained
	→ Increasing Likelihood					

Guide to using the risk rating table:

Consequences	Likelihood
1 Insignificant – no injury	1 Very unlikely – 1 in a million chance of it happening
2 Minor – minor injuries	2 Unlikely – 1 in 100,000 chance of it happening
3 Moderate – up to three days absence	3 Fairly likely – 1 in 10,000 chance of it happening
4 Major – more than three days absence	4 Likely – 1 in 1,000 chance of it happening
5 Catastrophic – death or disabling	5 Very likely – 1 in 100 chance of it happening