

Task/Activity/Environment: LONE WORKING ON ADVICE DESKS		Location: Student Life – University House		Date of Assessment: 12/11/15	
Identify Hazards which could cause harm:			Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk		
1	Working alone outside of core hours	1	Accident occurring and being unable to summon assistance Assault / Mugging requiring assistance Accident / incident not being detected by staff in the office and going home without realising colleague is alone in difficulty		
List groups of people who could be affected: Student Life Advice Desk staff, Student Life Advice Desk cover staff					What numbers of people are involved? 15
What risk controls are in place to reduce risks?					Risk level with risk controls
No.	Risk Control				8
1	Panic alarm and at least two telephones on desk – Open area shared by Students' Union Reception and Porters Office No valuables policy Lockers for staff valuables Emergency, Panic Alarm and 'End of Day' procedures in place Rota tries to avoid lone working where staffing levels permit Staff leaving the SAW offices pass desk on way out, sufficient through traffic				
What additional actions are required to ensure risk controls are implemented / effective or to reduce the risk further?					Risk level with additional risk controls
No.					
1	Testing of panic alarm at regular intervals Panic Alarm Drill undertaken at regular intervals. Regular reminders / training re procedures and H&S policies Update Emergency / Panic Alarm procedures with current staffing details Manager presence in Student Life until 17:00 Security phone number label on every phone. Procedures shared with Students Union and Security staff				4
Is health surveillance required? YES/NO			If YES, please detail:		
Who will be responsible for implementing risk controls: Student Support Manager, IAG Manager, SLAD Team Leader					By When: Regular Intervals

Completed by: Rachel Challinor

Signed: RJChallinor

Record of annual review: 12.11.2015

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	1-4 Acceptable - No further action, but ensure controls are maintained
	1	2	3	4	5	
	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