

## Lone Working

Site: Any	Date:		
Main work activities: All lone work activities <u>not covered by a more specific risk assessment</u>			
Maximum number of people exposed: 1 Category, (skilled, visitor, trainee etc.): Any Age range: All Frequency and duration of exposure: Daily – upwards			
<b>Hazards/risks identified:</b>  Principle general hazards to consider for lone working include: <ol style="list-style-type: none"> <li>1. Accident/injury or sudden acute illness</li> <li>2. Dangerous activity/occurrence requiring assistance</li> <li>3. Vulnerability to attack by other persons or animals</li> </ol> <p><i><b>NB Certain activities may not be safely carried out by lone workers. These and many other potentially hazardous activities may require specific risk assessments and controls that fall beyond the scope of this general assessment for lone workers.</b></i></p>			
<b>Current action taken to reduce the risk (if any):</b> <ol style="list-style-type: none"> <li>1. The lone worker is capable of undertaking the work without assistance</li> <li>2. The lone worker is aware of the hazards</li> <li>3. The lone worker knows what to do in an emergency</li> <li>4. Another person knows the whereabouts of the lone worker and how to contact them</li> </ol> <p><b>Risk assessment (taking account of existing controls):</b>  <u>Delete as appropriate (see notes overleaf)</u></p> <ol style="list-style-type: none"> <li>1. A serious risk remains requiring immediate action as detailed below</li> <li>2. A significant risk remains and will be further dealt with as detailed below</li> <li>3. This is considered a low/acceptable risk that is currently sufficiently well controlled</li> </ol>			
Agreed new/additional control measures:	<b>When</b>	<b>Who</b>	<b>Done</b>

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Where ever possible you should involve your team in the risk assessment and gain their commitment to control measures.

## General Guidance

Notes on risk assessment and completion of this form

**NB This is a generic risk assessment for guidance only. Further or different controls may be necessary for specific individuals and jobs. This assessment should be modified and personalised accordingly.**

1. This form should be used to specify the controls that are in place to deal with any identified hazard where some significant risk of harm/damage or loss is identified.
2. A judgement of significant risk may be made through experience of previous incidents, official guidance on risks associated with certain activities or through individual expertise and advice.
3. A hazard is anything with the potential to cause harm/damage or loss. Examples include: electricity, vehicles, anything very hot or very cold, any sharp or pointed instrument or object, something very heavy/awkward that must be moved, something toxic or caustic, flammable or dangerous substances.
4. The risk calculation is a subjective process to determine whether those with responsibility are satisfied that the controls in place, with respect to a particular hazard, are sufficient to avoid an incident or to make an incident sufficiently unlikely. In certain cases reference to statutory requirements may be necessary.
5. Those carrying out the risk assessment should be competent to do so. Competence is the ability to profile the risks in operational activities and then apply the right measures to control and manage those risks. In case of doubt, advice should be sought from the Safety Officer or others as appropriate.

## Specific Guidance - Lone Working

- a) The person must be **capable of undertaking the work required without assistance**. This includes considering any known medical conditions which may make them unsuitable for working alone generally, or for one specific lone working scenario. Does the work impose any additional physical or mental burden on the individual? Other tasks might not be appropriate for those suffering conditions such as severe allergic reactions to stings (anaphylactic shock), vertigo or claustrophobia. Are women or young persons working alone at particular risk?
- b) The lone worker must be fully **aware of the hazards** they are likely to encounter whilst undertaking a specific lone working task, as well as the general hazards that lone working presents. They must appreciate the level of risk that these hazards present and importantly the precautions to take and systems to follow to ensure that they stay safe.
- c) The lone worker must **know what to do in an emergency**, unforeseen or difficult situation. Actions to be taken in the event of an emergency must be established in advance of the lone working activity wherever possible. They should be agreed between managers and staff, volunteers and contractors and recorded in the risk assessment.
- d) In all cases, another person should **know the whereabouts of the lone worker**, the nature of their work, the planned time of return/method or system of contacting the lone worker, and action to be taken if the lone worker fails to return. This system is often referred to as a 'buddy system'. See below for more details.
- e) Where the lone working presents a significant risk, the **risks from lone working situations should be assessed** using the established risk assessment procedures. For some activities, the risk assessment for lone working will be a separate risk assessment in its own right, whilst in other circumstances it could form part of a broader risk assessment dealing with a particular work activity or event.

Once completed a risk assessment may prohibit lone working and identify alternative working methods. Other assessments may identify special precautions including those for new or inexperienced staff such as, increased supervision and/or training. The person responsible should be satisfied that the end result of any assessment and implementation of controls provides a safe system of work.

**Lone working is prohibited for some work by legislation and/or by the NPA**

**If in doubt seek further advice from your Line Manager or OSHA**