

# RISK ASSESSMENT FORM



|   |   |   |
|---|---|---|
| <b>ACTIVITY AND WORKPLACE:</b> Lone Working Risk Assessment | <b>NAME(S) OF ASSESSOR(S):</b> D G Owen<br><b>DATE OF ASSESSMENT:</b> 14 <sup>th</sup> March 2014 | <b>LINE MANAGER'S NAME:</b> Lesley Bramwell<br><b>SIGNATURE:</b> .....<br>... |
|---|---|---|

| No. | Potential Hazards                           | Who is affected? | Risk rating prior to control measures |            |            | Control Measures to Eliminate / Minimise the Risk  | Risk rating following implementation of control measures |            |            |
|-----|---|------------------|---------------------------------------|------------|------------|--|--|------------|------------|
|     |   |                  | A                                     | x B        | C          |  | A  | x B        | C          |
|     |   |                  | Hazard Rating                         | Likelihood | (AxB) Risk |  | Hazard Rating  | Likelihood | (AxB) Risk |
| 1.  | Slips and trips /Condition of the workplace | Employees        | 2                                     | 3          | 6          | Employees to ensure that they wear suitable footwear whilst lone working.<br>Lone working employees will be made aware of any potentially dangerous sites and should risk assess these before going on site.<br>Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height)<br>Notify manager of start time and when finished.<br>Reduce time spent working alone so far as is reasonably practicable.<br>Means to summon assistance close to hand, mobile phone carried. | 2  | 1          | 2          |
| 2.  | Working out of hours at a NMTC Buildings    | Employees        | 3                                     | 2          | 6          | Notify staff on site of location / estimated duration of task if working on site remote from others.<br>Adequate security in place.<br>Access to site controlled e.g. through locked or coded doors etc.<br>Use of visitor badges / signing in book<br>Ensure all external doors / windows secured to prevent unauthorised access.<br>Do not allow access to unknown callers.<br>External lighting must be adequate  | 2  | 1          | 2          |

**(A)**  
**HAZARD RATINGS**

- |   |
|---|
| 1. Minor injury<br>2. Major injury<br>3. Serious injury/death |
|---|

**(B)**  
**LIKELIHOOD**

- |   |
|---|
| 1. Unlikely<br>2. Possible<br>3. Probable |
|---|

**(C)**  
**RISK RATING**

- |   |
|---|
| 1-3 = Low<br>4-6 = Medium<br>7-9 = High |
|---|

**Note: If risk (C) is 4 or above, REVIEW CONTROL MEASURES**

THE RESULTS OF THIS ASSESSMENT MUST BE AGREED WITH RELEVANT STAFF. THE RISK ASSESSMENT WILL NEED TO BE REVIEWED ANNUALLY UNLESS THERE IS A CHANGE IN EQUIPMENT, STAFF, PROCEDURES, OR FOLLOWING AN ACCIDENT / NEAR-MISS AND MUST BE REVISED IF NECESSARY.

|                                 |                           |                           |                           |                           |
|---------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>Review date 1: LB</b>        | <b>Review date 2:</b>     | <b>Review date 3:</b>     | <b>Review date 4:</b>     | <b>Review date 5:</b>     |
| <b>Date &amp; Initial: 2015</b> | <b>Date &amp; Initial</b> | <b>Date &amp; Initial</b> | <b>Date &amp; Initial</b> | <b>Date &amp; Initial</b> |

# RISK ASSESSMENT FORM


**ACTIVITY AND WORKPLACE:** Lone Working Risk Assessment

**NAME(S) OF ASSESSOR(S):** D G Owen  
**DATE OF ASSESSMENT:** 14<sup>th</sup> March 2014

**LINE MANAGER'S NAME:** Lesley Bramwell  
**SIGNATURE:** .....  
 ...

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|-----|--|--------------------------|---------------------------------------|------------|------------|---|--|------------|------------|
|     |  |                          | A                                     | x B        | C          |   | A  | x B        | C          |
|     |  |                          | Hazard Rating                         | Likelihood | (AxB) Risk |   | Hazard Rating  | Likelihood | (AxB) Risk |
| 3.  | Working in isolated areas / Remoteness and isolation   | Employees<br>Contractors | 3                                     | 3          | 9          | Means to summon assistance close to hand, mobile phone carried.<br>Notify Town Clerk of estimated duration of task if working on site remote from others.<br>Information and training to be provided to all lone workers.   | 2  | 2          | 4          |
| 4.  | Violence and aggression  | Employees<br>Contractors | 3                                     | 3          | 9          | Lone workers should receive lone worker training and cover dealing with violence and aggression.<br>Notify manager of start time and when finished.<br>Reduce time spent working alone so far as is reasonably practicable.<br>Means to summon assistance close to hand, mobile phone carried.<br>Acts of violence to NMTC Staff must be reported to the Town Clerk | 2  | 1          | 2          |
| 5.  | Being injured or becoming unwell and not being able to summon assistance/ Medical fitness of lone worker | Employees<br>Contractors | 3                                     | 3          | 9          | Any ill health should be reported to the Town Clerk before commencing any lone working activities.<br>A system is in place for employees to sign in/out of the office - this should also record details of location of lone worker on exit<br>Contact details for lone workers to be kept by the Town Clerk.  | 2  | 1          | 2          |

**(A)**  
**HAZARD RATINGS**

|   |
|---|
| 1. Minor injury<br>2. Major injury<br>3. Serious injury/death |
|---|

**(B)**  
**LIKELIHOOD**

|   |
|---|
| 1. Unlikely<br>2. Possible<br>3. Probable |
|---|

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**RISK RATING**

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|     |                                   |                          | A                                     | x B        | C          |   | A  | x B        | C          |
|     |                                   |                          | Hazard Rating                         | Likelihood | (AxB) Risk |   | Hazard Rating  | Likelihood | (AxB) Risk |
| 6.  | Dangerous equipment or substances | Employees<br>Contractors | 3                                     | 2          | 6          | The use of potentially dangerous equipment and/or substances to be avoided whilst lone working.<br>Town Clerk to be made aware of any potential need to use equipment or substances whilst lone working.<br>COSHH risk assessments to be carried out for any hazardous substances.<br>Where reasonably practicable use non hazardous substance. | 2  | 1          | 2          |
| 7.  | Breakdown of Land Rover           | Employees<br>Contractors | 3                                     | 2          | 6          | Lone workers will receive lone worker training<br>Town Clerk will introduce a system to record when staff are leaving the building and their expected return time.<br>Staff must notify the Town Clerk of their start time and when finished.<br>Means to summon assistance close to hand, mobile phone carried.                                | 2  | 1          | 4          |

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**HAZARD RATINGS**

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