

RISK ASSESSMENT

Title:	Lone Working			Date of Assessment:	21/04/23	Risk Assessor:	Ian A Warne
Reference Number:	RA08	Version Number:	3	People involved in making this assessment:		Ian A Warne, Clare Crouch	
Task/Process:	Working Alone			People at Risk:	Employees		
Documents Associated with this Risk Assessment:				H&S 06 Lone Working Policy, RA 19 Working From Home, H&S 07 Driving at Work Policy, H&S 08 Driver Handbook			
Review Date:	19/03/24	Reviewer:	Ian A Warne		Next Review Date:	19/03/25	

Hazard: Working alone	Risk of various injuries including death. Risk to employees.
Control Measures:	
1.	Avoid working alone, where possible always have two people working together.
2.	Specific instructions in place for employees that work alone but other departments are in the building.
3.	To read, understand and follow the H&S 06 Lone Working Policy.
4.	Only undertake lone working if suitable contact arrangements are in place.
5.	Information, instruction, training and supervision given.

Hazard: Slips, trips and falls	Risk of musculoskeletal injury due to slips, trips or falls. Risk to employees.
Control Measures:	
1.	Working zone kept free from trip hazards and regularly checked.
2.	Spills in working zone to be cleaned immediately.
3.	Ensure that all housekeeping is undertaken prior to working.
4.	Easy access to basic First Aid materials and a telephone.
5.	Ensure the work area has suitable and sufficient light and space.
6.	Leads to be kept safe and not cause a trip hazard.
7.	Ensure terrain and weather conditions are suitable.
8.	Information, instruction, training and supervision given.

Hazard: Fire or other emergency	Risk of burns, respiratory damage or death. Risk to employees.
Control Measures:	
1.	All employees are given Fire Induction when they start work.
2.	Fire alarms are tested weekly.

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3.	Fire drills carried out twice a year.
4.	Call 999 – Fire.
5.	Fire prevention policy and procedures to be follow by all staff.
6.	Easy access to basic First Aid materials and a telephone.
7.	Smoking is not permitted in the building.
8.	Contact your emergency contact.
9.	Emergency contact to contact the Operations Manager, Finance & Operations Director or Managing Director immediately.
10.	Information, instruction, training and supervision given.

Hazard: Electrical Accident	Risk of burns or death. Risk to employees.
Control Measures:	
1.	Where provided, Plastica owned electrical items are regularly PAT tested and labelled.
2.	Visual self-inspection – do not use items that appear unsafe (e.g. loose cables or sockets).
3.	Do not interfere with plugs, cables etc. when item is connected to power supply.
4.	Ensure isolators are in use where applicable.
5.	Easy access to basic First Aid materials and a telephone.
6.	Contact your emergency contact.
7.	Emergency contact to contact the Operations Manager, Finance & Operations Director or Managing Director immediately.
8.	Information, instruction, training and supervision given.

Hazard: Working with potentially hazardous items of equipment or materials	Risk of various injuries including death. Risk to employees.
Control Measures:	
1.	Do not undertake this work when alone.

Hazard: Manual Handling	Risk of various injuries including death. Risk to employees.
Control Measures:	
1.	Do not attempt to lift or move any load single handed which is likely to put you at risk.
2.	Self inspection required.
3.	Reschedule any manual handling work to either before the lone working or when assistance is available.
4.	Use available lifting aids to facilitate if single person lift is appropriate.
5.	Only undertake lone working if suitable contact arrangements are in place.
6.	Easy access to basic First Aid materials and a telephone.
7.	Contact your emergency contact.
8.	Emergency contact to contact the Operations Manager, Finance & Operations Director or Managing Director immediately.

9.	Information, instruction, training and supervision given.
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Hazard: Intruders	Risk of stress, various injuries including death. Risk to employees.
Control Measures:	
1.	Ensure all doors/gates are locked behind you as you enter the building where appropriate.
2.	Call 999 immediately.
3.	Do not attempt to confront the intruder, leave the building if possible and await the police.
4.	If there is any indication that the building has been broken into on arrival, do not enter, call 999 and wait outside.
5.	Park in a well lit area.
6.	Information, instruction, training and supervision given.

Hazard: Personal Medical Conditions	Risk dependent on condition. Risk to employees.
Control Measures:	
1.	Discuss any relevant medical condition with your Supervisor/Manager prior to lone working. If agreed that it is not safe, lone working will not be permitted
2.	Easy access to basic First Aide materials and a telephone.
3.	Information, instruction, training and supervision given.

Hazard: Driving/Accident	Risk of various injuries or death. Risk to employees, other road users and pedestrians.
Control Measures:	
1.	Read the H&S 07 Driving at Work Policy which details all aspects of driving safely. Follow the Accident Procedure if required.
2.	Read the H&S 08 Driver Handbook which is compiled from Safer Driving for Work Handbook – RoSPA.
3.	Follow the instructions given in the above two documents at all times.
4.	Ensure your Supervisor/Manager is aware of your location(s).
5.	Ensure you have a fully charged mobile phone with you.
6.	Easy access to basic First Aid materials and a telephone.
7.	Information, instruction, training and supervision given.

Hazard: Working From Home	Risk of various injuries or death. Risk to employees.
Control Measures:	
1.	Working from home is only permitted with Directorial authorisation in advance.
2.	Specific instructions for working from home contained in H&S 06 Lone Working Policy and RA 19 Working From Home risk assessment.
3.	Regular contact with the office.
4.	The working environment must be suitable for the task.



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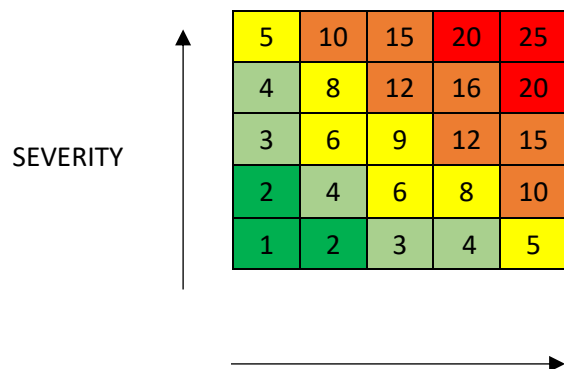
5.	Information, instruction, training and supervision given.
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I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

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HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25=	High risk