



Generic Risk Assessment

Activity Assessed: Lone Working

Review Date: 24/12/25

Name of Assessor: Samar Chakraborty

Next Review Date: 23/12/26

Hazard	Who might be harmed and How might they be harmed?	Current Control Methods (What are you already doing to control this risk?)	Further control measures (Do you need to do anything else to control this risk?)	Who is responsible to carry out the actions?	Action by when?	Completed Date
Poor Management of Lone Workers	Lone Workers by physical or psychological injury	<ul style="list-style-type: none">▪ Jobs that involve lone working have been identified.▪ Event risk assessments have been undertaken, and control measures are in place to minimise the hazards involved in the work activity.▪ Lone workers are made aware of the findings and outcomes of the assessments.▪ Emergency procedures are established and documented.▪ A lone working policy is established and reviewed to ensure it is always suitable.▪ Consultation/communication is established and maintained with employees on a regular basis to identify/discuss problems with lone working.▪ Promotion of mental health support available through mental health first aiders▪ Encourage all to report/discuss any mental health issues to the avenues available and most comfortable with▪ DSE assessment identifies the risks associate to Lone workers and advise accordingly▪ Lone working devises help to maintain adequate communication between all	<p>Agenda item at quarterly RM meetings and encourage communication of any issues to direct line managers.</p> <p>Continued communication/promotion of Mental Health issues.</p> <p>Check all RA's for lone worker activities are in place and up to date.</p> <p>Ensure current guidance about lone working is followed and made available for all employees and volunteers.</p> <p>Ensure that lone worker receives appropriate training and training records are updated yearly.</p>	MHFA/ HR. HSE/Vols/Access/ Welfare/ Approvals/BRC/ Safety.	Already in operation.	Ongoing

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		channel				
Workplace Equipment/ Machinery	Lone Workers by contact with moving, sharp, hot or abrasive machinery parts. Lifting/handling equipment and driving vehicles causing musculoskeletal injury. Accidents driving fleet cars causing physical injury.	<ul style="list-style-type: none"> ▪ Lone workers are properly trained and familiar to use work equipment. ▪ All accidents/incidents/near misses are recorded and investigated. ▪ Emergency procedures are in place should the lone worker be injured e.g. calling in to line manager/colleague/family member and use of emergency services and are documented. ▪ Safe driving training is available on the BHS Wise for all identified drivers. 	<p>First aid kits and first aid training made available for all lone workers.</p> <p>Manual handling and driver training of lone workers – are up to date or refreshed if necessary.</p>	HSE/HO/ Employees	Ongoing.	Ongoing
Violent attack	Lone Workers by physical or psychological injury	<ul style="list-style-type: none"> ▪ Lone workers have received instruction and training in dealing with confrontational/violent situations. ▪ Instances of violence (either physical or verbal attack) are recorded and investigated. ▪ Promotion of mental health support available through mental health first aiders ▪ The organisation promoting positive working to avoid conflict and dealing with unacceptable behaviour ▪ Encourage all to report/discuss any mental health issues to the avenues available and most comfortable with 	<p>Ensure all training on conflict resolution for lone workers is up to date/refreshed if necessary</p> <p>Continue communication/promotion of Mental Health issues</p>	HR. HR/ MHFA/Employees	Ongoing	Ongoing
Illness including Mental Health	Lone Workers may suffers from fatigue, stress/anxiety, depression or other mental health problems	<ul style="list-style-type: none"> ▪ Pre-employment medical questionnaires are completed prior to employing new employees and volunteers. ▪ Employees are encouraged to report any illnesses that may affect their ability to work alone safely or if illness strikes whilst in the field. 	Continued communication/promotion of Mental Health issues.	HR/ MHFA. HSE.	Ongoing.	

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		<ul style="list-style-type: none"> ▪ Emergency procedures are established and documented. ▪ Promotion of mental health support available through mental health first aiders ▪ Encourage all to report/discuss any mental health issues to the avenues available and comfortable with ▪ DSE assessments identifies if lone workers suffer from any mental health issues. 				
Slips/Trips/Falls	Lone workers may suffer from fracture, cuts or other injury for slips/trips/ and falls	<ul style="list-style-type: none"> ▪ DSE assessment provides guidelines on how to set up workstation and the sizes of room require for free movement ▪ Home workers are advised through DSE checklist to minimise the risks of slips, and trips by keeping work area clear of obstructions on/under and around desk area, spillages and trailing wires. ▪ H&S induction provides information related to Slips/Trips and Falls and reporting procedures ▪ Information and guidance are available in the training materials e.g. how to reach high safely using ladder. ▪ Lone worker devices/ apps help to find unresponsive lone workers in case of severe injury 	Ensure that lone workers receive DSE training available on BHS wise	HSE/Employees	Ongoing	Ongoing
Electricity	Lone workers may experience electrical shock or burn injury due to get in touch of live electricity	<ul style="list-style-type: none"> ▪ Lone workers are advised to visually check socket, leads and plugs for damage prior to use in the DSE checklist ▪ Lone workers are advised to have PAT test for portable electrical equipment. 	Ensure that lone workers receive DSE training available on BHS wise Lone worker devices (Chaperone) help to find unresponsive lone workers in case of severe injury Home workers to ensure that there are a sufficient	HSE/HO/Employees	Ongoing	Ongoing

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			number of outlet sockets and suitable 13A single phase 240v AC electrical supply available. DSE assessment are used as evidence of compliance.			
Fire	Lone workers are at risk of burn injury or death from fire that may occur due to gas explosion, cooking fire, electric radiators/heaters and heat wave.	<ul style="list-style-type: none"> ▪ Home workers are advised to install suitable smoking/fire detector or fire extinguishers at home. ▪ DSE assessment ensures that home workers comply with above requirements. ▪ Home workers receive instructions and guidance throughout the DSE and risk assessment to maintain good housekeeping, to have suitable fire detector or fire extinguisher equipment and to communicate to emergency services in the event of fire ▪ Home worker required to regularly check escape route and fire exit door to ensure that they are not obstructed 	Home worker's risk assessment and DSE are reviewed to identify any significant change, and corrective measures are taken to minimise any risks.	HSE/HO/Employees	Ongoing	Ongoing

Risk Assessment Information

Although the assessment format does not include a formal risk rating, the following information may be used as a reference to help prioritise risks and implement appropriate control measures.

Evaluating Risk:

When preparing your event risk assessment, always evaluate the risk level and adopt control measures accordingly. The risk levels are defined as low risk (5-10), medium risk(11-15) and high risk(16-20). The risk levels are calculated as $R(\text{risk}) = L(\text{likelihood}) \times S(\text{severity})$.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: $L \times S = R$.

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However, as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4', Using the calculation we multiply $1 \times 4 = 4$. This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply $5 \times 4 = 20$. This returns a Risk Rating of High on the Risk Rating Key.

Definitions:

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.
Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.

Likelihood and Severity Key:

Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

Risk Rating Key:

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
16-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

This Risk Assessment is a working document and will be under constant review throughout the event life, including setup and breakdown. Both proactive and reactive assessments will be carried out and scrutinised by the Event Management Team in consultation with the event Health & Safety Advisor.