Model Risk Assessment – Lone Working

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| **Activity** | | **Lone Working** | | | | | | **Site/Location** | | | Various Learning Curve Activities | | | **Risk Assessment No.** | | | | MRA/LW-01 | |
| **Person Completing Form** | | **Mark Fletcher** | | | | | | **Job Title** | | | Health and Safety Manager | | | | | | **Date** | Oct 2017 | |
| **Review Date** |  | | | | | **Reviewed By** |  | | | | | | **Next Review Date** | | | 2/12/2010 | | | |
| **Persons at Risk** | Employee | | | Learner | | | | | Client staff | | | | | | Member of Public | | | | |
| **Initial Risk Level (of the hazard, before implementing all of the Control Measures and Actions)** | | | | | | | | | | | | | | | | | | | |
| **Potential Severity of Harm (A)** | | | **3** | | **Likelihood of Harm Occurring (B)** | | | | | **3** | | **Initial Risk Level (A x B)** | | | | | | | **9** |

| **Hazard** | **Control Measures** | | | **Additional Control Measures** | | | **Action By** | **Action Target Date** | | **Action Complete (Initial)** |
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| Agression/Assault/Physical Violence from unknown persons | Staff must be aware of areas they are working in and carry out a specific risk assessment prior to the visit with their Line Manager.  Staff to be able to recognise threat signs and retire from any area before it escalates – body language, raised voices, threatening behaviour etc.  All incidents of violence/aggressions or physical assault are to be reported to the Health and Safety Manager as soon as possible afterwards | | | Buddy system to be used and set times for phone calls to the buddy must be set up prior to the visit.  If calls aren’t received/answered managers must escalate this to senior managers immediately.  Managers to keep on record any incidents of violence/aggression/assault and to ensure staff do not return to those areas/workplaces going forward.  All incidents to be reported to the police | | | Manager  Staff | Ongoing | |  |
| Theft of personal belongings or company equipment | If staff are carrying a laptop it should not be easily recognisable – carried in a backpack rather than a laptop bag  No personal or company equipment to be left on view in cars  Cars to be parked in well lit areas or in view of CCTV systems (council controlled car parks where possible) | | | If staff are threatened for personal belongings they should give them up rather than risking their own safety.  All incidents to be reported to the police | | | Manager  Staff | Ongoing | |  |
| Weather conditions | Weather forecasts to be checked prior to starting any journey  If weather conditions are worsening, then journey’s should be shortened or cancelled | | | Buddy system to be used and set times for phone calls to the buddy must be set up prior to the visit.  If calls aren’t received/answered managers must escalate this to senior managers immediately | | | Manager  Staff | Ongoing | |  |
| Undisclosed medical condition | Staff members must disclose any medical condition to their line managers/HR | | | Manager’s must ensure that any risk assessment sinclude control meausres for medical conditions that may become prevalent during any lone working | | | Manager  Staff | Ongoing | |  |
| Time of day Lone Working is taking place | Outlook diaries to be kept up to date at all times – if work plans change diaries must be updated to show changes.  Ensure that the area you are visiting is known if possible beforehand – is there car parking available, is it well lit in a public area or isolated, who are you visiting?  Does the visit need to involve two persons?  Working mobile phone to be carried at all times when lone working – this must be fully charged and have the volume turned up to ensure it is heard. | | | If working during the winter months can lone working visits be arraged for daylight hours and not late in the day  If visits are taking place at unsociable hours ensure a buddy system is in place with regular communications throughout the session and a final phone call/message to say you are home safe.  Google street view ca be used to look at the areas prior to the visit taking place, plan your route before you travel where possible. | | | Manager  Staff | Ongoing | |  |
| Premises/Area/ Lone Working is taking place within | Google street view ca be used to look at the areas prior to the visit taking place, plan your route before you travel where possible.  Does anybody in the office/team have an awareness/knowledge of the areas you are visiting – use this as part of any risk assessment | | | Buddy system to be used and set times for phone calls to the buddy must be set up prior to the visit.  If calls aren’t received/answered managers must escalate this to senior managers immediately | | | Manager  Staff | Ongoing | |  |
| Working from Home | Regular contact to be made with Line manager or buddy at work throughout the day  Never advertise to clients/learners that you work from home  Clients/learners are not to be invited to meet you at home – this must be done in a manned office or public area | | |  | | | Manager  Staff | Ongoing | |  |
| **Residual Risk Level (after implementing all of the Control Measures and Actions)** | | | | | | | | | | |
| **Potential Severity of Harm (C)** | | **2** | **Likelihood of Harm Occurring (D)** | | **1** | **Residual Risk Level (C x D)** | | | **2** | |

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|  | | **Potential Severity of Harm** | | | **Residual Risk Level Actions** | | |
| **Slightly Harmful 1** | **Harmful 2** | **Extremely Harmful 3** | **Low Risk** | **Medium Risk** | **High Risk** |
| **Likelihood of Harm Occurring** | **Highly Unlikely**  **1** | **Low Risk**  **1** | **Low Risk**  **2** | **Medium Risk**  **3** | **Proceed with Activity**  **under controlled**  **measures above** | **Reduce Risks Further ALARP** | **Do Not Proceed Without Referring to Your Manager First** |
| **Unlikely**  **2** | **Low Risk**  **2** | **Medium Risk**  **4** | **High Risk**  **6** |
| **Likely**  **3** | **Medium Risk**  **3** | **High Risk**  **6** | **High Risk**  **9** |

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| **This Risk Assessment must be communicated to those who are carrying out the task and should be recorded in the boxes below** | | | |
| **The above Risk assessment has been briefed to those individuals detailed below and they understand the requirements of the risk assessment.** | | | |
| **Name** | **Signature** | **Company** | **Date** |
| Terry Yates (Tutor) | T Yates | Yorkshrie academy Wakefiled | 9th Mar 2020 |
| Paul Shiliato (Tutor) | ;P Shilliato | Yorkshrie academy Wakefiled | 9th Mar 2020 |
| Emma Johnson (Admin) | Emma Johnson | Yorkshrie academy Wakefiled | 9th Mar 2020 |
| Martin Greening (ESO) | Martin Greening | Yorkshrie academy Wakefiled | 9th Mar 2020 |
| Gareth Bradford (Tutor) | G Bradford | Yorkshrie academy Leeds | 9th Mar 2020 |
| John Byrne (Tutor) | J Byrne | Yorkshrie academy Leeds | 9th Mar 2020 |
| Nayleen Wilson (Admin) | N Wilson | Yorkshrie academy Leeds | 9th Mar 2020 |
| Emma Donnelly (ESO) | Emma Donnelly | Yorkshrie academy Leeds | 9th Mar 2020 |
| Louise Ascough | L Ascough | Bradford | 9th Mar 2020 |