



LONE WORKING RISK ASSESSMENT

| LONE WORKING RISK ASSESSMENT CHECKLIST | | |
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| Many workers work alone quite lawfully, either regularly or occasionally. Use the checklist below as the basis for your assessment of the associated risks. | Yes | No |
| Policy | | |
| Do you have a written lone working policy? | x | |
| Have you given a clear definition of lone working (the HSE's definition is 'Those who work by themselves without close or direct supervision, either employees who work separately from others in an establishment, or mobile workers who work away from a fixed base')? | x | |
| Have you considered the main situations in which lone working may occur, for example, working late, caretaking, cleaning, work during weekends, travel, field work? | x | |
| Have you brought your policy to the attention of all your employees and managers? | x | |
| Do you have arrangements to review and update your policy? | x | |
| Procedures | | |
| Have you consulted potential lone workers about their needs? | x | |
| Lone Worker to leave the premises when other hirers are not in the building. | x | |
| Do staff who need to work alone let their manager or another designated person know? | x | |
| Is the work such that one person can adequately handle the risks of the job? | x | |
| Have you considered emergencies such as fire, equipment failure, illness and accidents? | x | |
| Have you dealt with specific risks, for example, where furniture or equipment such as ladders could not be moved safely by one person alone, by making sure someone is there to help? | x | |
| Have you made it clear what work is permitted/prohibited? | x | |

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| Have you assessed risks from cleaning chemicals and other hazardous substances? | x | |
| Have you found out if the person has a medical condition, for example, known heart problems, that could make it unsafe for them to work alone? | x | |
| Have you considered the risk of violence/aggression? | x | |
| Have you taken account of factors that could put the person at greater risk, for example, because they are young, pregnant, disabled or a trainee? | x | |
| Have you arranged communication, for example, staff check in with a supervisor/manager at a pre-arranged time and have mobiles (with key numbers saved) to call for help if needed? | x | |
| Have you considered lone working both on and off the premises? | x | |
| Have you covered the security aspects of lone working, for example, whether people can enter the premises when only one staff member is present? | x | |
| Are there any special factors in your work that might increase the risk? | x | |
| Can staff members who are working by themselves summon help, for example, by using a mobile phone? | x | |
| Have you considered issuing lone worker alarms or a similar device such as a lone worker smart phone app? | x | |
| Have you made sure it's impossible for staff working late to be left locked in the building? | x | |
| Do you have a signing in/out system so that you can see who is on the premises? | | x |
| Have you had any incidents involving lone working that might mean you need to take extra precautions? | | x |
| Do you have arrangements to monitor, review and update your procedures? | x | |

Signed: [REDACTED]

Dated: 4th October 2023

Minute Reference: 10/23/99.5