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| Risk Assessment  |
| \*Grey boxes must be completed by lone worker and supervisor. |
| College/ PSU  | \* | Assessment Date  | \* |
| Location | \* | Assessor  | \* |
| Activity | Lone Working  | Review Date (if applicable)  | \* |
| Associated documents  | * SGD-01010 Lone Working Guidance
 | * \*[Local risk assessments for activities taking place should be listed here]\*
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**Part 1: Risk Assessment**

| **What are the hazards?** | **Who might be harmed?** | **How could they be harmed?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** |
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| Breach in security  | Lone worker/ Intruder | Security of the building allowing access to intruders resulting in violence and aggression, • Members of the public wandering in• Students or Visitors (consider functions and the use of alcohol)• Staff or studentsMultiple access points to the building resulting in easy access to the building by unauthorised persons i.e. intruders resulting in violence and agressionExit doors and emergency exits propped or left open / unsecured. Lone working outside of a university building or travelling for work purposes. | * Staff should only lone work in a buiding they are familiar with and they should know the emergency and routine exit routes though the building.
* Any lone worker must have access to a phone / means of communication for the duration.
* Campus lockdown arrangements linked to the Salto locks limit entry out of hours. Lone workers should where possible work in a room with a salto lock. Lone workers should also wear their staff badge at all times to ensure they do not get locked out of the office. (If emergency alarms are raised salto locks will all default to open)
* Staff are aware and comply with Local Lone Working practices
* Ensure that you know how to contact University Security promptly, ‘333’ OR Singleton - 01792 60**4271**/ Bay (01792 60 **6014** should you know or suspect that an intruder is present in your building. Do not confront the intruder, lock your door and await the arrival of Security.
* Suspicious behaviours should be reported to security.
* Sign in to safezone and or inform security department prior to lone working.

Consider the use and transportation of valuable items that could increase the likelihood of theft / robbery / violence i.e. carrying lap tops to other premises off site. Handling / transporting cash. |  |
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| Slips Trips and Falls  | Lone worker | A wide range of muscoskeletal injuries including sprains & strains, bruises & contusions, fracturesabrasions & lacerations | * Ensure, during departmental self-inspections, that any such hazards, e.g. torn carpets, trailing cables etc. are reported and receive prompt remedial attention.
* General good housekeeping. All areas well lit, including stairs.
* No trailing leads or cables.
* Employees keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.
* Employees to ensure that spillages are immediately cleaned up, floor coverings are in safe condition and the work areas including thoroughfares are adequately lit.
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| No help summoned in an emergency  | Lone Worker | The lone worker may be injured/incapacitated and unable to summon help | * All lone workers to log into Safe Zone with a count down timer. If Safe Zone is not available then you must check in with security and tell them which building, floor and room you are working in along with the time you intend on leaving the building. Lone workers must check out with security when they leave.
* Understand and assess any pre existing health requiremnets for staff and students prior to lone working and implement appropriate control measures prior to lone working.
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| Lack of first aid | Employes, Visitors  | A delay in first aid in the worst case scenario could be fatal. | * All staff should log into safe zone when in range including on both campus which allows the immediate summons of a first responder to your location.
* A first aid risk assessmet will be carried out by the supervisor to determine the need of the lone worker to have first aid training.
* Well maintained appropriately equipped portable first aid kit is readily available for all first aiders.
* Clear procedures are in place for summoning the emergency response (Security- 333- coordinate all emergency services and first responders). The is a 24/7 service on both the bay campus and singleton. Additional arrangements may need to be made for other campus/sites.
* First aid measures to be appropriate for staff with pre exisiting (permanent or temporary) health conditions.
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| Electrical Equipment  | Lone worker  | Electrocution/ Electric shock. Tripped circuit leading to power failure.  | * Ensure that PAT tested items (kettles, desk lamps etc) have been labelled "Pass" and that all electrical cables etc. are regularly visually inspected for damage.
* Do not interfere with plugs, cables etc, when any item is connected to the power supply.
* Lone working on electrical equipment and power supplies is not permitted – refer to lone working guidance for high risk activity.
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| Fire or other emergency requiring evacuation. | Lone Worker SecurityVisitors/Students passing building.  | Employees may be harmed through smoke inhalation of be physically burnt by a the fire. They may also be injured by secondary causes e.g. explosion. | * Lone workers to receive appropriate fire safety training and be familiar with emergency procedures for the work area. Note that special provisions will be in place for mobility impaired persons.
* Supervisors should recommend that lone workers receive fire warden training.
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| Manual handling | Lone worker | Muscoskeletal injuries associated with manual handling | * Do not attempt to lift or move any load single handed which is likely to put you at risk of injury.
* Re-schedule work to time when assistance is available. Alternatively, use lifting/moving aids where this can safely facilitate single person operation
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| Individual health/illness/disability.  | Lone worker | Health • Pre-existing conditions• Ill health or illnesso Increasing the risk of an accident or injuryo Placing the lone worker at increased risk of harm | * Employees must ensure that any medical conditions which might be relevant to your working alone are fully discussed with your line manager and, if necessary, Occupational Health and your own GP. Do not work alone if any such condition is assessed as putting you at increased risk.
* Individal risk assessments completed as necessary for individual staff i.e. N&EM, PEEP
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| Work Equipment (office)  | Lone worker | Employees may be injured by coming into contact with dangerous parts of the work equipment (e.g. cutting or moving parts) or hands, clothing, long hair etc. becoming entangled | For all work equipment, including the home workers own office equipment such as shredders, photocopiers and laminators, the lone worker is to ensure: * The equipment is fit for purpose and suitable for intended use.
* The equipment is safe for use and maintained in a safe condition.
* A safe system of work exists for the use of the equipment.
* The equipment is not left in a manner presenting risks to others who could potentially access that equipment (e.g. children).
* All employees shall be trained and competent in the use of work equipment.
* DSE assessment carried out prior to lone working office activity.

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| Excessive working/ Isolation.  | Lone work  | Lone worker may suffer froms stress/ anxiety if forced to lone work for long periods due to workload.  | * When lone working is being undertaken out of hours supervisers should be aware and agree safe systems of work in advance, including arrangements for emergency response.
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| Permanent or temporary disability | Lone Worker  |  | * All pre exisiting health conditions and permanent or temporary disability should be taken into consideration during the lone working RA and appropriate control measures implemented to ensure the lone worker remains safe and can summon help in an emergency.
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| Lack of training or incompetence  | Lone worker | Lone workers could be harmed throughin correct machine/chemical use. In correct lone working procedure could result in an incident being exacabated due to lack of competene to follow procedure.  | * Any person authorised to be in the building outside normal hours must be fully competent to carry out the work safely and be fully conversant with emergency procedures and have the authorisation of their line manager.

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| Travel  | Lone worker | There are a number of hazards associated to travelling for work as a lone worker including a delay in receiving treatment. Lone worker may be harmed through:strains and sprains, exhaustion, traffic incidents, illnesses transmitted through food, water and insect bites, stress from tight schedules, line-ups, delays, and having to achieve key goals within narrow timeframescumulative health effects from disrupted exercise routines, long hours spent seated while driving or flying.  | * Risk assess travel activity and decide on the control measures necessary to make the activity as safe as possible
* Refer to existing university guidance – driving at work; working abroad etc.
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| Activity specific hazards | Lone Worker | Lone workers could be harmed by a multitude of hazards that forms part of the activity of location they are working in. These hazards should be listed in the activity/location risk assessment.  | * Lone worker and line manager to complete activity specific RA.
* Refer to local area and activity risk assessments and ensure that appropriate control measures are in place to undertake activity lone working.
* Determine the effectiveness of local rules for lone working activity.
* Are other control measures required to manage the risk? i.e. buddy system?
* Ensure that prohibited activities (see guidelines) are not completed whilst working alone.
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| Use of hazardous substances |  |
| Locaton hazards i.e. labs, workshops, kitchens etc. |  |

**Part 2: Actions arising from risk assessment**

| **Actions** | **Lead** | **Target Date** | **Done Yes/No** |
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