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| **Strictly Confidential****LONE WORKING RISK ASSESSMENT****Insert organisation Name &** **Address**Assessor Name:Sentinel Safety Solutions LtdSentinel House The Courtyard Harris Business Park Hanbury Road Bromsgrove Worcs. B60 4DJ 01527 833834 info@sentinelsafety.co.uk  |

Risk Scoring System

In order to assess the relative importance of health and safety risks and to enable corrective action to be prioritised, a simple system of scoring has been used.

The Risk Score reflect the combination of the Severity of Hazard and the Likelihood of Occurrence.

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| RISK SCORE = SEVERITY OF HARM  x  LIKELIHOOD OF OCCURRENCE |

**Severity of Harm –** the potential to cause harm will vary in severity. The effect of a hazard has been rated as follows**:**

**Fatal/ Major** eg. death or major injury

**Over 3 day** eg. injuries where people may be off work for more than 3 days

**Minor** eg. all other injuries including those where people are off work for periods of up to 3 days

# Likelihood of Occurrence (of Harm) – Harm may not occur in every case, this will be affected by a number of factors, including the organisation of the work, measures in place to control risk and, the nature and extent of exposure to the hazard. The likelihood of occurrence has been rated as follows:

#  Certain eg. where it is certain or near certain that harm will occur

#  Possible eg. where harm will occur frequently

#  Unlikely eg. where harm will seldom occur

Risk Evaluation Matrix

|  |  |  |
| --- | --- | --- |
| Likelihood ofOccurrence |  | Severity of Harm |
|  Fatal/Major |  Over 3 day |  Minor |
| Certain | Imminent | High | Medium |
| Possible | High | Medium | Low |
| Unlikely | Medium | Low | Low |

Remedial Action Timetable

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remedial Action to eliminate or reduce risk | Imminent Risk | **High Risk** | **Medium Risk** | **Low Risk** |
| Immediate action | Action as a matter of priority | Action as soon as is practicable | Action as a part of programmed risk management procedures |

## General Risk Assessment

## LOCATION AND/OR ACTIVITY: GRA 1 – Lone Working

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Description of Hazard | **Who is at Risk?** | **Existing Controls** | Risk reduced to acceptable level?**Yes/No** | ResidualRisk?**I H M L** | **Additional Preventive/Protective Measures Required** | **Completion Date/Signature** |
| Lone working | EmployeesAgency StaffContractor | A lone working procedure is in place – please refer. Relevant employees who are likely to work alone including surveyors have been trained and provided with information/instructions on the procedure to be followed. On some occasions persons are present at the venue being visited or meeting are pre-arranged so that a contact person is known. Out of hours contact details are held for employees and next of kin by [INSERT DESIGNATED PERSON/ROLE].Client contact details including contact name, phone number, address and approximate finish time are left at the office.Use of shared calendar/diary system to communicate details of the locations to be visited etc.Employees working alone trained/instructed to make contact with a colleague on completion of the task. | Yes |  | . |  |