The checklist overleaf must be used as part of the regular one to one reviews and as an integral part of site specific and/or job specific risk assessments.

The checklist must be completed by the line manager and the relevant employee.

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| **PREPARED BY** | **Corporate Health, Safety and Wellbeing Team** |
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| **DATE CREATED** | August 2012 |
| **VERSION** | 3.0 |
| **REVISED** | October 2014 – November 2015 |
| **REVIEW DATE** | November 2017 |

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| --- | --- | --- |
| ASSESSOR | DATE | SERVICE /SECTION/ LOCATION |
|  |  |  |

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| LONE WORKER CATEGORY (1, 2 OR 3) |  |

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| --- | --- |
| TASK:  (briefly describe the task or occasion this assessment relates to). | ONE OFF / FREQUENT:  (note if the assessment is a one off or a frequent task where a generic assessment may be applicable). |
|  |  |
| INDIVIDUAL OR GROUP  (note who is to carry out the task where it is a one off. Note which group or category of employees to which the assessment applies if it is a generic assessment). | |
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| SPECIFIC RISKS THAT MAY EXIST | ARE CONTROL MEASURES ADEQUATE | ARE ADDITIONAL CONTROL MEASURES REQUIRED |
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| THE LONE WORKER | | | |
| Where it is a one off activity, the actual individual is to be considered. Where it is a frequent activity, the group or category of individuals should be considered. | | | |
| QUESTION | YES | NO | COMMENTS |
| Does the lone worker have a medical condition or are they employed under the Equality Act 2010 making them unsuitable for lone working? |  |  |  |
| Does the lone worker have any medical condition on which any foreseeable emergencies may impose additional physical or mental burden which is unacceptable? |  |  |  |
| Is the lone worker sufficiently experienced for the task? |  |  |  |
| Is the lone worker provided with adequate information about the risks involved with the task and the precautions to be taken? |  |  |  |
| Is the lone worker provided with suitable training to allow the premises, equipment, any substances, PPE to be used safely? |  |  |  |
| Is the lone worker provided with suitable training to allow them to deal with any unforeseeable emergency? |  |  |  |

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| COMMUNICATION AND SUPERVISION | | | |
|  | | | |
| QUESTION | YES | NO | COMMENTS |
| Are there arrangements for regular contact between lone worker and supervision? |  |  |  |
| Will supervisors periodically visit and observe the lone worker? |  |  |  |
| Are automatic warning devises appropriate and used (e.g. personal alarms, mobile phones)? |  |  |  |
| Is there easy access at all times to communication with the ‘outside world’ and emergency services? |  |  |  |

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| THE WORKPLACE AND WORK RISKS | | | |
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| QUESTION | YES | NO | COMMENTS |
| Does the workplace present any special risks to person working alone? |  |  |  |
| Is there safe access and egress? |  |  |  |
| Can all plant and equipment to be used during lone working be safely handled by a lone person? |  |  |  |
| If there is temporary access, such as ladders, trestles etc, can they be safely handled by a lone person? |  |  |  |
| Can all substances and any hazardous materials be safely handled by a lone person? |  |  |  |
| Can any manual handling that may have to be done be carried out safely by a lone person? |  |  |  |
| Is there a risk of violence? |  |  |  |
| Are women working alone at greater risk? |  |  |  |
| Are young workers (those under 18 years) at greater risk due to their lack of experience, knowledge etc? |  |  |  |
| Are there adequate arrangements for travel at work times, particularly for women and young workers? |  |  |  |

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| EMERGENCY ARRANGEMENTS | | | |
|  | | | |
| QUESTION | YES | NO | COMMENTS |
| Are adequate first aid facilities available? |  |  |  |
| Is there a need to train the lone worker in first aid? |  |  |  |
| In an emergency can help easily find and reach the lone worker? |  |  |  |