

## RISK ASSESSMENT LONE WORKING



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| Task on which assessment is made: Working on or off the premises when<br><div style="text-align: right;">on own</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>No. 03</b><br><b>Date of Review</b><br>As required |
| Hazard(s) identified: <ul style="list-style-type: none"> <li>Falling ill, or suffering injury</li> <li>Violence or aggression from third parties</li> <li>Lack of communication</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                       |
| Likelihood of causing harm without control measures in place? <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Certain (High) <input type="checkbox"/></span> <span>Possible (Medium) <input checked="" type="checkbox"/></span> <span>Unlikely (Low) <input type="checkbox"/></span> </div> Resultant harm likely to be: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Major Injury <input checked="" type="checkbox"/></span> <span>Serious Injury <input type="checkbox"/></span> <span>Slight Injury <input type="checkbox"/></span> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                       |
| Person(s) considered to be at risk: Persons assisting in the running of the Community Hub.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                       |
| Control Measures required: <ul style="list-style-type: none"> <li>A person who is lone working must have a fully charged mobile telephone with him or her at all times</li> <li>Arrangements must be made for another person to contact the lone worker at regular intervals to ensure that they are safe and well</li> <li>Do not attempt to reach any items above head height without suitable means of access</li> <li>When required to reach for any item, only specific equipment to be used e.g. step-up or stepladder chairs, boxes etc).</li> <li>Ensure good housekeeping (no accumulation of rubbish, pallets etc shall be permitted)</li> <li>Manual handling training should be given to all persons who may have to work alone and attempt to heavy items,</li> <li>Trolleys or other handling devices to be made available and used to transfer any heavy items</li> <li>All waste must be disposed of in receptacles provided.</li> <li>When any liquid spillage occurs it must be dealt with immediately.</li> <li>All substances that are classed as hazardous must have a COSHH Assessment and must only be used by persons who have read the Assessment, use the product in accordance with the manufacturer's instructions and maintain the control measures, including PPE.</li> <li>Where possible any potential violent or aggressive situation must be avoided</li> <li>Violent or aggressive behaviour includes verbal threats or abuse, unreasonable and/or offensive remarks or behaviour, rude gestures, intimidation, harassment, including sexual and racial abuse and threatening behaviour e.g. squaring-up without physical contact</li> <li>Report to a Trustee immediately, any situations that may result or have resulted in a potential violent or aggressive confrontation</li> <li>If a person feels threatened in any way they should call for assistance, preferably by dialling 999 which often has the affect of causing a perpetrator to leave the area. Access to exits and extinguishers to be kept clear at all times.</li> <li>Fire extinguishers/equipment to be placed and properly mounted and serviced every year.</li> </ul> |                                                       |
| Training/Information required. No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                       |

Actions required to be implemented by: Trustees and persons assisting at the Community Hub

Health surveillance required. If YES, describe:

YES

**NO**

Residual risk with the control measures in place:

Certain (High)

Possible (Medium)

Unlikely (Low)

Resultant harm likely to be:

Major Injury

Serious Injury

Slight Injury

Person carrying out review: Helmsman Safety

**5/10/2021**