

Lone Working Risk Assessment

Risk assessment for someone working alone: the work and place, violence, health, high risk tasks, check-in arrangements, what happens if contact is lost and scored hazards.

1. Details

The work, the place and who is assessing it.

Project

Filled in from the project in SiteSurvey.

Customer

Site *

Site address

Date of assessment *

Assessor

Who works alone? *

A named person or a role.

What work do they do alone? *

Where? (choose one)

- ☐ On a fixed site, out of sight of others
- ☐ Visiting customers or members of the public
- ☐ Travelling between sites
- ☐ Remote or outdoor locations
- ☐ At home
- ☐ On site out of hours

Days and times

HSE says employers must manage any health and safety risks before people can work alone. That applies to anyone contracted to work for you, including self-employed people. It means assessing the risks, training, supervising and monitoring lone workers, keeping in touch with them and responding to any incident.

2. What could go wrong

The risks HSE asks you to think about, and the work itself.

Could they meet violence, threats or abuse?

Handling cash, enforcement, visiting homes, working late.

☐ Yes ☐ No

From whom, and what is known about them beforehand? (if applicable)

Does anyone have a medical condition that makes working alone less safe?

☐ Yes ☐ No

What adjustments are in place? (if applicable)

Does the work include high risk tasks?

Work at height, confined spaces, live electrical work, hazardous substances, machinery.

☐ Yes ☐ No

Which, and can they be done safely by one person? (if applicable)

If applicable: Some work should not be done by one person. Check the rules for the task, such as confined space entry, before deciding it can be done alone.

Can one person safely handle everything that has to be lifted or moved?

☐ Yes ☐ No

Is there driving for work?

☐ Yes ☐ No

Are there places with no phone signal?

☐ Yes ☐ No

Could isolation or the nature of the work affect their stress or mental health?

☐ Yes ☐ No

How would help reach them, and how long would it take?

3. Keeping in touch

How you know they are safe, and what happens when you do not.

How do they keep in touch? * (choose one)

- ☐ Calls or messages at set times
- ☐ Lone worker device or app
- ☐ Buddy system
- ☐ Shared calendar of visits only
- ☐ Nothing in place

If applicable: There is no way of knowing they are safe. Put a check-in arrangement in place before the work carries on.

How often? (if applicable)

Who is watching for the check-ins? (if applicable)

What happens if a check-in is missed?

Who calls, who goes, and when the emergency services are called.

How do they raise the alarm?

Are they trained for the work and for what to do if something goes wrong?

☐ Yes ☐ No

Do they know they can leave or stop if they feel unsafe?

☐ Yes ☐ No

First aid arrangements

4. Hazards and scores

One entry for each hazard that remains.

Hazards (copy this block for each one)

Hazard *

Who could be harmed, and how?

Controls in place

Likelihood of harm with these controls (choose one)

- ☐ 1. Very unlikely
☐ 2. Unlikely
☐ 3. Possible
☐ 4. Likely
☐ 5. Almost certain

Severity of the harm (choose one)

- ☐ 1. Minor injury, no time off
☐ 2. Injury needing first aid
☐ 3. Injury needing time off work
☐ 4. Major injury
☐ 5. Death

Risk score (if applicable; worked out automatically in the app)

Risk (if applicable; worked out automatically in the app)

Further action, who and by when (if applicable)

Photos (photos: attach, or note the file names)

Hazards recorded (worked out automatically in the app)

Highest score (worked out automatically in the app)

Likelihood times severity: 1 to 4 is Low, 5 to 12 is Medium and 15 to 25 is High. Scoring is a common way to rank hazards, but it is not required by law and the bands are this form's own.

5. Briefing, review and sign-off

Tell the people doing the work, and set a review.

Have the people doing the work been briefed on this assessment?

☐ Yes ☐ No

Review date

Review it sooner if the work, the place, the equipment or the people change, or after an incident or near miss.

Assessor name

Assessor signature

Manager or supervisor name

Manager or supervisor signature