

Risk Assessment

RA009C – Lone working in the Office



ABI Equipment Ltd	Creation Date: 15/01/14
Lone Working in the Office	

Main Hazards are:	
Physical assault by third party	Injury or illness without whereabouts being known
Slips, trips and falls	Trapped
Persons / Property affected	
All Employees	General Public

Assessment of Risk:	Severity	3	X	Likelihood	3	= Risk	9
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Control Measures already in Place	PPE Required
1. If on arrival at the office the Staff member finds they are the only one in the office, they should let workshop staff know they are there. If no other person present, then they should contact another member of office staff or their Line Manager.	Safety helmets <input type="checkbox"/>
2. If lone working in office but workshop staffed regular contact should be made throughout the day.	Hi-Vis Jackets <input type="checkbox"/>
3. Front Door to be locked and visitors checked through glass before the door is opened.	Safety footwear <input type="checkbox"/>
4. Staff member looks through the glass before opening doors and roller shutter doors	Eye protection <input type="checkbox"/>
5. Specific higher risk tasks such as lifting, working at height, lifts designated as a two person lift and reaching things at height must be avoided whilst working alone.	Dust masks <input type="checkbox"/>
6. Ensure that effective checking systems are in place and that lone workers can be accounted for at all times – refer to RA009D.	Ear plugs <input type="checkbox"/>
	Earmuffs <input type="checkbox"/>
	Gloves <input type="checkbox"/>
	Protective overalls <input type="checkbox"/>
	Gauntlets <input type="checkbox"/>
	Harnesses <input type="checkbox"/>
	Breathing apparatus <input type="checkbox"/>
	Face masks <input type="checkbox"/>

Assessment of Risk:	Severity	3	X	Likelihood	2	= Risk	6
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Additional Controls required	PPE/Equipment
The employee must be adequately trained and competent to operate in the area in which they are to work.	
Newly trained staff should be supervised until a suitable level of competency has been achieved.	

Assessment of Risk:	Severity	3	X	Likelihood	2	= Risk	6
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Approval and Review		
Prepared by:	Cathy Sheehan	15/01/2014
Updated by:	Ash Soliman	07/08/2024
Review by:	Ash Soliman	07/08/2024

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RISK RATING = L x S			Hazard Severity (S)				
			1	2	3	4	5
			Negligible	Slight	Moderate	High	Very High
Likelihood (L)	1	Very Unlikely	LOW	LOW	LOW	LOW	LOW
	2	Unlikely	LOW	LOW	LOW	MEDIUM	MEDIUM
	3	Possible	LOW	LOW	MEDIUM	HIGH	HIGH
	4	Likely	LOW	MEDIUM	HIGH	HIGH	HIGH
	5	Very Likely	LOW	MEDIUM	HIGH	HIGH	HIGH

Likelihood	
1. Very Unlikely	A freak combination of factors would be required for an accident/incident to occur
2. Unlikely	A rare combination of factors would be required for an accident/incident to occur
3. Possible	Could happen when accidental factors are present but otherwise unlikely
4. Likely	Not certain to happen but an additional factor may result in an accident/incident
5. Very Likely	Almost inevitable that an accident/incident would occur
Hazard Severity	
1. Negligible	Negligible injury, no absence from work
2. Slight	Minor injury requiring first aid
3. Moderate	Injury leading to a lost time accident
4. High	Involving a single person with a serious injury / death
5. Very High	Multiple persons with serious injury / death
Outcomes	
LOW	Score (1-6) May be acceptable. Annual Review to see if risks can be reduced further
MEDIUM	Score (8-10) Identify controls must be identified or specific method statement required
HIGH	Score (12-25) Task must not proceed. Senior Management to consider if the risks can be reduced by purchase of additional training, additional equipment, additional staff, additional signage, safe system of work, permit to work or radical changes in method.

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Prepared by	Cathy Sheehan
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