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| **Safety Task Card** | | | | |
| **ES13** | **Lone workers risk assessment** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Lone working- unsocial hours/environment  Delay in response for assistance  Unsupervised work activities using equipment and chemicals  physical attack/abuse. | | | Injuries resulting from ill health  Cuts and lacerations  Burns and Scalds  Trips, slips and falls  Fractures, death  Irritation and potential infections via contact with body fluids | |
| **Safe System of Work** | | | | |
| * Employ responsible persons, 18 years or over, who are capable of working with minimal supervision. * Training in general health and safety awareness and specific job tasks is particularly important where there is limited supervision. Training should also include fire precautions, equipment failure, arrangements for illness and accidents and any other emergency procedures. * Check that the lone worker has no medical conditions that would make them unsuitable for working alone. Consider both routine work and foreseeable emergencies and seek medical advice if necessary. * Consider whether elderly, female, new or expectant mothers or workers with disabilities are particularly at risk when working alone. * Ensure that one person can safely carry out activities/tasks that involve manual handling and the use of equipment, e.g. deep fat fryers. * Lone workers must not enter confined spaces where they may be at exposed to atmospheres with depleted oxygen levels. * Implement the safety precautions in the Violence at Work Risk Assessment where this is applicable to the site or work activity. * Personal attack alarms may be valuable as a deterrent to an aggressor. * Implement appropriate procedures for the monitoring of lone workers to ensure that they remain safe. These may include regular site visits, regular contact using a telephone or radio and checks that a lone worker has returned to their base on completion of a task. The procedures adopted to ensure the safety of a lone worker will depend on the specific circumstances at each site and may also require Client co-operation and involvement. * The site-specific **Lone Workers Workplace Checklist** must be completed for each lone worker. (Any completed Site specific Lone Workers Workplace Checklists should be attached to this completed form) | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |
| Ref. ES13 | | Task/Activity: Lone Working (Page 2 of 2) | | Unit No: | | |
| Lone Worker’s Name: | | Job Title: | |
| LONE WORKERS WORKPLACE CHECKLIST *(To be completed by the Site/Unit Manager or Supervisor with the Lone Worker)* | | Checked (Please Tick) | | Please ensure that all actions are discussed with the lone worker employee and any comments are recorded on the reverse of this document | |
| 1. Carry out an inspection of the workplace and access on a regular basis to make sure that the workplace is safe and that people are working safely. | |  | |
| 1. Ask yourself how would you feel working there alone – would you feel safe? | |  | |
| 1. Has the lone worker been trained to do their tasks correctly and has this been recorded on their Training Record? | |  | |
| 1. Check to make sure that equipment is being maintained properly and records are kept of all repairs. | |  | |
| 1. Make sure Materials Safety Data Sheets are available for all materials used or stored on the premises | |  | |
| 1. Make sure Risk Assessments of all processes and activities are available for lone workers to refer to and that Safe Systems of Work are available. Make sure you know that lone workers are fully aware of local rules, especially those related to “working out of hours”. | |  | |
| 1. Periodically speak to those who work alone to find out if they have any concerns that can need to be dealt with. | |  | |
| 1. Make sure they know that you do not want them to put themselves at risk. | |  | |
| 1. Ask them how the job could be made safer. | |  | |
| 1. Make sure that you have a reliable system for contacting the lone worker and for establishing they are safe. This could be by a call-in system, tracking device, mobile phone, etc. | |  | |
| 1. Does the lone worker have the appropriate PPE and is he/she trained in its use? | |  | |
| 1. Consider what emergency situations could arise and make sure that the lone worker is aware of the ***procedures*** *that are**in*place to deal with them***.*** | |  | |
| 1. Is first aid provision available? | |  | |
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| **Site/Unit Manager Signature:** | | **Lone Worker Signature:** | |