# Compass UK & Ireland

## Workplace Safety Management System

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| **ES12** | **Lone Working Risk Assessment** |
| **Unit Name** |  | **Unit Number** |  |
| **Assessment Completed** | Date | Signed |
| **1st review** | Date | Signed |
| **2nd review** | Date | Signed |
| **3rd review** | Date | Signed |

**Note** - Assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

Step 1 – Risk Assessment Overview

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| **What are the hazards?** |
| Individuals carrying out lone working such as:* Working outside of core business hours
* Working in remote areas of building / site
* Carrying out driving activities
* Working from home/remote working
 |
| **Who might be harmed?** |
| * Compass employees
* Agency staff
 |
| **How might they be harmed?** |
| * Injuries resulting from ill health and delay in summoning emergency assistance.
* Injuries unable to be treated due to lack of first aid provisions
* Injuries resulting from routine work activities
* Injuries resulting from unprovoked attack
 |
| **Safe system of work / control measures** |
| * Only individuals who are 18 years or over, and who are capable of working with minimal supervision should be considered for carrying out lone working activities.
* 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. First aid provisions must be available to all lone workers.
* 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 guidance from your HSE Manager and/or HR Manager if necessary.
* Consider whether elderly, female, new or expectant mothers or workers with disabilities are particularly at risk when working alone.
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| Document Name | **Lone Working Risk Assessment** | Document No | **WS.RA.ES.12.01** |
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| * Ensure that one person can safely carry out their working activities/tasks~~.~~ There should be no increased risk to the individual, for example, manual handling activities, cooking etc.
* Lone workers must not work at height where there is a risk of falling or isolation, or enter confined spaces where they may be at exposed to atmospheres with depleted oxygen levels.
* 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.* Complete the table in step 2 to ensure you have identified all lone working activities and have sufficient safety measures in place.
 |

Step 2 – Using the table below, identify all factors relating to lone working which are applicable to your site business operations and record safe system of work / control measures in place.

|  |  |
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| **Specific tasks involving lone working** | **Safe system of work / control measures in place** |
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| **Specific tasks involving lone working - continued** | **Safe system of work / control measures in place** |
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**Step 3 –** The site-specific **Lone Workers Workplace Checklist (ES12a)** must be completed for each lone worker and filed with their training record.

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