**Lone Activity Risk Assessment Template**

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| **Management Unit** |  | **Location (Site / Building / Room)** |  | |
| **Assessment Date** |  | **Review Date** |  | Version |
| **Assessor’s Name** |  | **Job Title** |  | |
| **Description of Task** |  | | | |

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| Risk identification | | Risk assessment | | | | Risk management | | | |
| Hazard | Potential consequences | Inherent risk | | | Risk Control measures | Residual risk | | Additional control measures and comments | |
| **Likelihood** | **Impact** | **Risk rating** | **Likelihood** | **Impact** | **Risk rating** |  |
| **THREATS POSED BY MEETING/ RESEARCH SUBJECT/ CONTACTS OR OTHER WORK IN CUSTOMER HOME SETTINGS** | | | | | | | | | |
| **Challenging/ threatening behaviour from subject of a home visit (or their family)/ meeting with unknown external contacts or research subjects** | Distress/ stress/ physical injury |  |  |  | * Considering advance information on subject/ household members/ known associates where available * Arranging meetings on UoG or other suitable premises or public place as an alternative to subject’s home where appropriate * Allocating additional member of staff to accompany employee, student particularly for initial visits or meetings * Training in de-escalation techniques * Keeping notes on file of any incidents, in compliance with GDPR |  |  |  |  |
|  | Distress/ stress/ physical injury (cont) |  |  |  | * Implementation of a management control system ensuring that information (such as where the lone operative is going; who they are visiting; contact address and telephone number; estimated arrival time and duration of visit; time expected to return to office; time and location of next visit or, time when they are due to arrive home or at base) is shared with colleagues/ nominated contact; * Reporting all incidents to SEPS in line with existing requirements * Use of Safezone App to summon support or contact emergency services <https://www.gla.ac.uk/myglasgow/securityandoperationalsupport/> |  |  |  |  |
| **Other hazards posed by meetings in home settings or other unknown venues** | * Allergic reaction/ injuries from family pets * Injuries from discarded/ concealed needles or other drug paraphernalia * Injuries from poorly maintained household equipment/ furnishings/ building fabric |  |  |  | * Obtaining advance information from subject prior to visit on any pets * Considering any advance information available on potential drug use/ misuse, avoiding touching surfaces in household, use caution if sitting on soft-furnishings and applying vigilance to discarded sharps and poorly maintained household objects during visit * Consideration given to general hazard awareness training to allow individuals to identify hazards in areas visited |  |  |  |  |
| **Infection hazard posed by subject/ family health status** | Eg contracting contagious/ infectious conditions, including Covid-19, during visit as a result of expected interaction with subject or incidental transmission. |  |  |  | * Training in clinical technique if relevant to the activity, procedures for safe handling of any substances/ waste arising from the visit. Adopting any necessary infection control protocols proportionate to the circumstances which could include hand-sanitiser use, optimising ventilation, PPE or other protective equipment or measures. |  |  |  |  |
| **LONE TRAVEL RISKS** | | | | | | | | | |
| **Travelling in remote areas/ at unsocial hours/ in high crime risk locations** | * Being injured/ taken ill at a distance from emergency services * Car break down recovery taking longer leaving individual vulnerable to injury from another vehicle or threats to personal safety * Being stranded for extended period in poor weather conditions |  |  |  | * Adequate means for making contact in remote locations e.g. mobile phone * Download of useful Apps onto mobile devices, such as Safezone emergency support App, What3Words locator App etc. * Consider where use of taxis through the University taxi account may be appropriate. * Ensuring only vehicles in a good state of mechanical repair with suitable insurance and recovery cover are used for visits * Ensuring suitable insurance and recovery arrangements in place for personal vehicles used for work, including transportation of work-related passengers * Provision of a first aid kit, high visibility tabard and hazard warning sign and torch to carry in car if using personal vehicle * Consider training in de-escalation techniques * Provision of suitable foul-weather gear (clothing and footwear) as part of general PPE kit. * Implementation of a management control system ensuring that information (such as where the lone operative is going; who they are visiting; contact address and telephone number; estimated arrival time and duration of visit; time expected to return to office; time and location of next visit or, time when they are due to arrive home or at base) is shared with colleagues/ nominated contact; |  |  |  |  |
| **Moving and handling heavy/ awkward equipment in and out of car/ homes.** | Physical injury |  |  |  | * Moving and handling training * Moving aids such as trolleys where practical * PPE – protective gloves and footwear as appropriate * Additional member of staff if very heavy or bulky equipment. * Manual handling assessment to cover foreseeable activities |  |  |  |  |
| **Storing/ transporting hazardous materials** | Being injured/made unwell by leaks/ spills/ inappropriate use/ handing of materials |  |  |  | * Consultation of Manufacturer’s Safety Data Sheets (SDS) * Prior COSHH assessments for hazardous materials provided to employee covering transportation, storage and anticipated use * Clear instructions on use/ storage and transportation of hazardous substances * Suitable containers for storage/ transportation of hazardous materials * Vehicle spill kit * 2kg Dry powder extinguisher required * Driver training in hazardous materials transport |  |  |  |  |
| **PERSONAL INJURY RISKS** | | | | | | | | | |
| **Carrying materials of value/ apparent value (cash, drugs, equipment)** | Risk of robbery |  |  |  | * Avoiding containers, methods of transfer of materials or uniforms that makes nature of contents more obvious, where possible * Avoiding regular times/ routes for such trips which would create an easier and predictable opportunity for robbery, where possible * Consideration of carrying personal alarms * Downloading SafeZone App * Implementation of a management control system ensuring that information (such as where the lone operative is going; who they are visiting; contact address and telephone number; estimated arrival time and duration of visit; time expected to return to office; time and location of next visit or, time when they are due to arrive home or at base) is shared with colleagues/ nominated contact; * Secure (discrete) containers for some materials e.g. transport of controlled drugs (current practice in biological services) |  |  |  |  |
| **Travelling in high crime risk districts** | Risk of other attacks |  |  |  | * Consideration of carrying personal alarms * Adequate means for making contact in remote locations e.g. mobile phone * Download of useful Apps onto mobile devices, such as Safezone emergency support App, What3Words locator App etc. * Implementation of a management control system ensuring that information (such as where the lone operative is going; who they are visiting; contact address and telephone number; estimated arrival time and duration of visit; time expected to return to office; time and location of next visit or, time when they are due to arrive home or at base) is shared with colleagues/ nominated contact; |  |  |  |  |
| **Multiple visits making whereabouts at any particular time difficult to anticipate** | Difficulty for manager/ supervisor/ colleagues to be able to trace whereabouts if concerns raised |  |  |  | * Efforts to schedule multiple visits with anticipated arrival/ departure times – particularly arrival and first and departure from last appointment – and copy of schedule available to manager/ supervisor/ colleague with addresses of appointments. * Adequate means for keeping in contact to provide regular updates and be reachable by manager/ supervisor/ colleague * Downloading SafeZone App * Phonecall/ message to manager/ supervisor/ colleague on arriving at first appointment and on leaving final appointment of day |  |  |  |  |
| **Physical accidental injury** | Slips, trips, falls, road traffic accidents |  |  |  | * Adequate means for raising alarm such as mobile device, SafeZone App * First Aid Kit on person or in vehicle |  |  |  |  |
| **PERSONAL HEALTH RISKS** | | | | | | | | | |
| Those with health conditions that could place them at higher risk if becoming unwell when working alone |  |  |  |  | * Agree with employees/ students raising health concern how much detail they are happy to be kept by manager/ supervisor/ colleague in order to provide this information to emergency services should an emergency situation arise. * Agree any arrangements that may be necessary for carriage/ storage of personal medicine supplies during lone activities * Implementation of a management control system ensuring that information (such as where the lone operative is going; who they are visiting; contact address and telephone number; estimated arrival time and duration of visit; time expected to return to office; time and location of next visit or, time when they are due to arrive home or at base) is shared with colleagues/ nominated contact; |  |  |  |  |

**Risk Rating Calculator**

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| --- | --- | --- | --- |
| **Likelihood that hazardous event will occur** | | **Consequence of hazardous event** | |
| **1** | **Very unlikely** | **1** | **Insignificant (no injury)** |
| **2** | **Unlikely** | **2** | **Minor (minor injury requiring first aid only)** |
| **3** | **Fairly likely** | **3** | **Moderate (Up to three days absence)** |
| **4** | **Likely** | **4** | **Major (More than seven days absence)** |
| **5** | **Very likely** | **5** | **Catastrophic (Permanent injury or death)** |

**Action Level Table**

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| --- | --- | --- | --- |
| **Risk Rating** | **Risk Level** | **Actions to be taken** | |
| **20 – 25** | **Very High Risk** | **STOP!** | Stop the activity and take immediate action to reduce the risk, a detailed plan should be developed and implemented before work commences or continues. Senior management should monitor the plan. |
| **15 – 16** | **High Risk** | **Urgent Action!** | Take immediate action and stop the activity if necessary, maintain existing controls rigorously. The continued effectiveness of control measures should be monitored periodically. |
| **8 – 12** | **Moderate Risk** | **Action** | Moderate risks may be tolerated for short periods while further control measures to reduce the risk are being planned and implemented. Improvements should be made within the specified timescale, if these are possible. |
| **3 – 6** | **Low Risk** | **Monitor** | Look to improve at the next review or if there is a significant change. Monitor the situation periodically to determine if new control measures are required. |
| **1 – 2** | **Very Low Risk** | **No Action** | No further action is usually required but ensure that existing controls are maintained and reviewed regularly. |

**Some example hazards that may apply to the activity (not exhaustive)**

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| **Working at height** | **Noise** | **Lighting (including strobe lighting)** | **Fire and explosion** |
| **Falling objects** | **Vibration** | **Compressed air** | **Hazardous chemicals** |
| **Slippery, uneven or worn floors** | **Hand tools** | **Magnetic fields** | **Biological risks / disease** |
| **Obstructions and projections** | **Repetitive hand / arm movement** | **Pressure systems** | **Animals** |
| **Confined spaces** | **Machine operation** | **Needles and sharps** | **Compressed Air** |
| **Mechanical Lifting** | **Manual Handling** | **Lasers** | **Hydraulic systems** |
| **Poor housekeeping** | **Vehicle movements** | **Ionising and non-ionising radiation** | **Other (please specify on assessment)** |