



Risk Assessment Template

Working Separately from Others or Out of Hours

Note: The risks outlined here are typical and intended purely to prompt you in identifying your own specific risks. The list is not exhaustive, and you must ensure you thoroughly identify the risks present in your organisation.



Risk Assessment: [Company Name]

Lone Working separately from others on the same premises or outside of normal working hours
[Insert Location]

(e.g. Cleaners, Security Officers)

Date Produced:

Date(s) Reviewed:

Next Review date:

Risk Matrix • High - Medium - Low						
Likelihood x Severity = Risk Rating		Likelihood				
		Certain (5)	Very Likely (4)	Likely (3)	May happen (2)	Unlikely (1)
Severity	Death (5)	25	20	15	10	5
	Major Injury (4)	20	16	12	8	4
	Over 7-day injury (3)	15	12	9	6	3
	Minor Injury (2)	10	8	6	4	2
	Negligible (1)	5	4	3	2	1

Risk Identified	Who might be harmed	Current Control Measures	Risk Rating (See Table)	Further Action Required	Person Responsible	Action Deadline	Completed Y/N
Medical Emergency (e.g. Cardiac Arrest)							
Travel incident from commute to/from place of work							
Violence or aggression from the public							



Risk Identified	Who might be harmed	Current Control Measures	Risk Rating (See Table)	Further Action Required	Person Responsible	Action Deadline	Completed Y/N
Falls from height							
Risk of injury from Manual handling <i>(e.g. Deliveries, stacking shelves)</i>							
Slips, trips and falls							
Operation of heavy machinery							
Electric shocks from portable electrical equipment							
Incident from traffic movements <i>(deliveries etc)</i>							
Exposure to hazardous substances							
Contact with bleach and other cleaning chemicals							
Injury from Falling objects							
Risk from travel away from fixed base <i>(e.g. Business trip)</i>							



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