


Risk Assessment Form

Degree of Risk	
Likelihood (L)	
5	Certain – Hazard occurs frequently. It is a constant threat, or is custom practice ie, daily, montly, weekly
4	Likely – Hazard will probably occur but it is not a persistent issue. There are no issues of custom and practice, but we know we know from our experiences that the hazard does prestant itself from time to time
3	Possible – Hazard may occur occasionally, ie. One or twice a year
2	Unlikely – Hazard occurs infrequently but remains a possibility
1	Rare – Hazard is not expected to occur

Severity (S)	
5	Catastrophic - incident leading to irreversible health effects or death
4	Major - incident leading to long term incapacity/ disability
3	Moderate - incident leading to injury. Requiring 4-14 days off work
2	Minor - incident leading to minor injury. Requiring < 4 days off work
1	Negligible - incident leading to no/ minimal injury. Requiring 0 days off work

Risk Rating Matrix						
		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

	RISK ASSESSMENT		
	REVIEW DATE: One year or before next new job	ASSESSMENT FOR: Lone working in a low risk office environment	DATE OF ASSESSMENT:
ASSESSMENT CARRIED OUT BY:		LOCATION:	

Activity	Hazard	People Exposed	Current Controls	Likelihood	Severity	Risk Level	FURTHER MEASURES REQUIRED OR COMMENTS
Lone working in a low risk office environment before or after core hours.	Building security breach	Lone worker	Lone working procedures specific to the building are in place and shared with building users. These include: <ul style="list-style-type: none"> • Procedures to assist in monitoring who is in the building at all times. • Procedures for family/friends to be able to escalate concerns if staff do not return home as agreed. • Staff are encouraged to leave any situation where they perceive imminent risk to their personal safety and 				Lone working training to be made available to staff

Activity	Hazard	People Exposed	Current Controls	Likelihood	Severity	Risk Level	FURTHER MEASURES REQUIRED OR COMMENTS
			<p>report to the police if appropriate.</p> <ul style="list-style-type: none"> All incidents are reported on the online accident reporting system on MyStates https://soj/Employees/HealthSafety/Pages/Reporting-an-accident.aspx 				
Lone working in a low risk office environment before or after core hours.	Slips, trips and falls	Lone worker	<ul style="list-style-type: none"> All spillages are cleaned up immediately. Trip hazards e.g. bags are stored in appropriate storage areas Regular reviews of internal and external lighting in place. Staff wear appropriate footwear to work 				
Performing moving and handling activities when lone working	Injury due to performing hazardous moving and handling tasks alone.	Lone Worker	<ul style="list-style-type: none"> Any moving and handling activities that involve hazardous, heavy, unstable or difficult to grasp items, are only performed when other staff are on site 				Staff to complete corporate online office moving and handling training module

Activity	Hazard	People Exposed	Current Controls	Likelihood	Severity	Risk Level	FURTHER MEASURES REQUIRED OR COMMENTS
			and suitable equipment is used.				
Discovering a fire or responding when the fire alarms are activated.	Death or injury from Fire/smoke	Lone worker	<ul style="list-style-type: none"> All employees attend building induction. All employees are familiar with the building specific fire arrangements that are in place and know what to do if the fire alarms are activated or if they discover a fire. Employees are familiar with all fire evacuation routes and fire exits 				Staff to complete corporate online fire awareness training module
Staff working alone who are at greater risk due to personal circumstances	Injury or ill health from an accident or medical condition	Lone working staff who are pregnant, young, disabled, inexperienced, have medical conditions or who are	<ul style="list-style-type: none"> Lone worker asked to disclose details of any medical condition, medication which might affect their safety at work to the occupational health service. Individual risks assessments to be performed. 				

Activity	Hazard	People Exposed	Current Controls	Likelihood	Severity	Risk Level	FURTHER MEASURES REQUIRED OR COMMENTS
		on medication.					
Lone working in a low risk office environment before or after core hours.	Injury/ill health or death due to not receiving medical assistance following an accident or illness	Lone working staff	<ul style="list-style-type: none"> • Lone workers building procedures in place and shared with staff • Whenever possible staff carry a mobile phone with them when working alone to call for help if required. • If staff are feeling unwell they will not lone work. 				