



RISK ASSESSMENT FORM

Assessment Date: 16/12/2024.

Area or activity assessed: Lone working.

Hazard	Who might be harmed and how?	What are you already doing to control the risks?	Risk Level	What further actions do you need to take to control, the risks	Action by whom and when?
Lone working in the community, including out of hours.	4RDA staff member- Verbal/physical abuse, leading to psychological/physical injury, upset, fear, time off work, fear of returning to the location.	<ul style="list-style-type: none"> Lone worker policy/procedures in place. 4RDA staff member provided with mobile phone and should ensure that it is always within easy reach when carrying out 4RDA work. Risk assessment and ongoing monitoring. 	Severity:3 Likelihood:2 Risk:6 (Medium)	<ul style="list-style-type: none"> 4RDA incident and accident reporting procedures to be developed. 	4RDA chair to lead on this ASAP.

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		<ul style="list-style-type: none"> • 4RDA staff member to carry out dynamic risk assessment -If they feel they are in serious or imminent danger, they do not enter the premises and withdraw to a place of safety. They must also report any incident, accident and near miss by using 4RDA incident reporting procedures at the earliest possible opportunity and contact police if appropriate. • The Health and Safety Executive describe a near miss as "an event not causing harm but has the potential to cause injury or ill health or an undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health." 			

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		<ul style="list-style-type: none"> If 4RDA staff member has entered a premises and it has become apparent that they could be in serious or imminent danger, they must develop an exit strategy e.g. make excuses such as that they have left equipment in the car, and immediately withdraw from the situation. Inform 4RDA chair as soon as possible and contact the police where appropriate. 4RDA staff member (Buddy) to always ensure someone knows where they are always and especially, lets them know when they are leaving an appointment. 			
Inability to leave/False imprisonment.	4RDA staff member- Physical injury, psychological injury, upset, fear, time off	<ul style="list-style-type: none"> Lone worker policy/procedures in place. 	Severity:5 Likelihood:1 Risk: 5 (Low)	<ul style="list-style-type: none"> 4RDA incident reporting system and management to be put in place. 	4RDA chair to lead on this ASAP.

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	work, fear of returning to the location.	<ul style="list-style-type: none"> 4RDA staff member provided with mobile phone. Risk assessment and ongoing monitoring. 4RDA staff member to carry out dynamic risk assessment. 			
Travelling (Area unknown, hard to find in an isolated location).	4RDA staff member gets lost/stranded in an isolated area.	<ul style="list-style-type: none"> 4RDA staff member ensures they have the correct address details before setting off and uses satnav. Risk assessment in place. 4RDA staff member ensures they take a fully charged mobile phone with them. 	Severity:2 Likelihood:1 Risk:2 (Low)		
Driving.	4RDA staff member has a car breakdown or becomes injured in a road traffic accident etc.	<ul style="list-style-type: none"> 4RDA staff member ensures they take a fully charged mobile phone with them. Risk assessment in place. 	Severity: 5 Likelihood:2 Risk: 10 (High)		

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		<ul style="list-style-type: none"> • 4RDA staff member to ensure they have enough fuel for the journey and ensure they keep their vehicle in good condition, maintained and unlikely to break down. • 4RDA staff member to avoid parking in a deserted place or where there is poor lighting, wherever possible. • 4RDA staff member to secure their vehicle when they leave it and ensure belongings are not left on show in the vehicle. • 4RDA staff member should always hold vehicle keys in their hand when leaving premises to aid quick entry into the vehicle. • When driving alone, after dark, 4RDA staff member should not stop 		<ul style="list-style-type: none"> • 4RDA staff member to plan sufficient time for the journey to avoid taking any unnecessary risks. • In case of breakdown, 4RDA staff member should contact their 'buddy' immediately. If using a mobile phone and the signal is poor, or there is no signal at all, they should put their hazard lights on. If they need to leave the vehicle to raise assistance, the vehicle should be locked and they should remain visible to passing traffic. 	4RDA staff member before every work journey.

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		to aid anyone who may appear to be in distress but instead, stop in a safe place and contact the emergency services. If followed or in doubt, they should drive to the nearest police station or well lit, populated building such as a petrol station to request assistance.			
Slips and trips on premises visited.	4RDA staff member may be injured if they trip over objects/loose carpet/rugs/trailing wires etc.	<ul style="list-style-type: none"> • Risk assessment in place. • 4RDA to carry out dynamic risk assessment. <ul style="list-style-type: none"> • 4RDA staff member to do visual check of premises on arrival- looking out for any potential trip hazards e.g. loose carpet, trailing cables etc. 	Severity: 3 Likelihood:1 Risk: 3 (Low)		
Medical fitness.	4RDA staff member- May have a medical condition that might place them at	<ul style="list-style-type: none"> • 4RDA staff member will ensure that any medical conditions which might be relevant to their 	Severity: 3 Likelihood:1 Risk:1 (Low)		

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	increased risk when working alone	<p>working alone are fully discussed with 4RDA chair.</p> <ul style="list-style-type: none"> 4RDA staff member must not work alone if any such condition is assessed as placing them at increased risk. 			
Medical Emergencies.	4RDA staff member or others present at meeting/awareness session etc may suddenly become ill/have a medical emergency e.g. heart/breathing/stroke etc or have an accident and not be able to access immediate medical assistance.	<ul style="list-style-type: none"> In the event of a 4RDA staff member feeling unwell they should, if possible, return home. 4RDA staff member to have a fully always charged mobile phone with them. 4RDA staff member to call 999 if required. 	Severity:5 Likelihood:2 Risk:10 (High)	<ul style="list-style-type: none"> 4RDA staff member to receive first aid training. (and to maintain certificate and training regularly). 4RDA staff member to be provided with travelling first aid kit, to check contents weekly and replace any items when needed. 	<p>4RDA Chair and Community Liaison and Support Lead to arrange training ASAP.</p> <p>4RDA Chair/Community Liaison and Support and Lead to purchase first aid kit ASAP.</p>

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				<ul style="list-style-type: none"> 4RDA accident/incident procedure to be developed. 	4RDA chair to lead on this ASAP.
Home working.	4RDA staff member- Ergonomic hazards from poor workstation set-up, mental health risks from isolation	<ul style="list-style-type: none"> Lone workers can potentially have a particular problem with isolation. To reduce this risk, arrangements should be put in place to keep in touch and up to date e.g. 6 weekly review meetings. 	Severity:3 Likelihood:4 Risk: 7 (Medium)	Consider developing a policy on home working to include: <ul style="list-style-type: none"> an assessment of workstation, i.e. desk, chair etc, advice on seating and posture etc 	4RDA chair to lead on this.
Fire-Failure to evacuate safely	4RDA staff member could suffer fatal injuries from smoke inhalation/ burns if unable to evacuate.	<ul style="list-style-type: none"> 4RDA staff member/volunteers to do a check before a meeting/awareness session etc starts, to ensure escape routes are clear of any obstructions so it is possible to escape safely in the event of fire. 4RDA staff member/volunteer to follow the organisation (they are working with) 	Severity:5 Likelihood:2 Risk:10 (High)	<ul style="list-style-type: none"> 4RDA staff member to receive fire awareness training. 	4RDA Chair /Community Liaison and Support Lead to arrange training ASAP.

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		fire evacuation procedure.			
Electrical	4RDA staff member could get electrical shocks, burns or electrocution (which can cause serious injury or death) from using faulty equipment and electrical faults can also result in fires.	<ul style="list-style-type: none"> 4RDA staff member to do visual check for e.g. exposed wires/burn marks on cables or plugs/sockets or damage to electrical equipment e.g. laptop before each use and to report any damage to 4RDA chair and refrain from use until rectified. 	Severity: 4 Likelihood:2 Risk:8 (Medium)	<ul style="list-style-type: none"> The use of adapters/extension cables is to be avoided. Ensure a schedule is in place for electrical installation checks e.g. PAT testing of laptop. (Should be done at least annually by a competent person). 	4RDA Chair to ensure this schedule is in place ASAP.

Risk Rating Matrix

SEVERITY AND LIKELIHOOD OF RISK OCCURING:

LIKELIHOOD	SEVERITY				
	Insignificant	Minor	Moderate	Major	Fatal
Very unlikely	1 Green	2 Green	3 Green	4 Green	5 Amber
Unlikely	2 Green	4 Green	6 Amber	8 Amber	10 Red
Possible	3 Green	6 Amber	9 Amber	12 Red	15 Red
Likely	4 Green	8 Amber	12 Red	16 Red	20 Red
Almost certain	5 Amber	10 Red	15 Red	20 Red	25 Red

Risk Rating	Risk Level
1-4 Green	LOW
5-9 Amber	MEDIUM
10-25 Red	HIGH

Review Risk Assessment Record (To be completed each time the risk assessment is reviewed. It is not necessary to re-write the assessment unless there are changes made that need to be recorded).

Date of review	Name of Reviewer	Reason for Review	Comments	Next review date

Assessor and Chairman Declarations

Assessor:

I confirm that this assessment has been completed using all available materials, publications or guidance documentation available and is an accurate reflection of the activity or equipment being assessed.

Name of assessor: CLAIRE PUCKEY

Signature: C.Puckey

Date:

Name of others involved with this assessment:

Chairman:

I confirm that this risk assessment is an accurate reflection of the risks and controls in place.

I will endeavour to ensure that any further actions outlined that are needing to be taken are progressed and completed by the agreed target dates.

Chairman's name:

Signature:

Date: