

# Lone Working Risk Assessment: Quick Self-Check

## How to use this checklist

This is a quick prompt to help you think through your organisation's lone-working arrangements. It is a starting point, not a substitute for a full, suitable and sufficient risk assessment. Work through each question and tick 'Yes' or 'Needs attention' on screen, or print and complete by hand.

|                                                                                                                                                   | Yes                      | Needs attention          |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Have all regular and occasional lone workers been identified, including anyone working out of sight or earshot of colleagues on a shared site? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have the workers themselves (and their representatives, where applicable) been consulted about the risks they face?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are any tasks or activities that should never be carried out alone clearly identified and prohibited?                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does check-in and contact frequency match the level of risk, rather than following a single blanket rule?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there a clear, understood process for what happens when a check-in is missed?                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does communication or alarm equipment actually work in every location where it will be used?                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Could emergency assistance realistically reach the worker in time if something went wrong?                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are incidents and near misses (including verbal abuse) actively reported and reviewed?                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. If monitoring technology is used, has its impact on privacy and trust been considered and explained to workers?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. When was the lone-working risk assessment last reviewed, and is a review date scheduled?                                                      | <input type="checkbox"/> | <input type="checkbox"/> |

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## Notes and next steps

Use the space below to record any 'Needs attention' items, who is responsible for addressing them, and by when. If several questions need attention, it may be worth arranging a full lone-working risk assessment rather than relying on this checklist alone.

| Item / action needed | Owner | Review date |
|----------------------|-------|-------------|
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### Want a more thorough review?

British Safety Council can help you build practical risk-assessment skills through the Certificate in Risk Assessment, or provide an independent review of your lone-working protocols through our audit and consultancy team. Visit [britsafe.org](https://britsafe.org) to find out more.