

RISK ASSESSMENT FOR LONE WORKING OFFICE WORKERS

Hazard / Risk	Who is at risk and how can the hazards cause harm?	What are we doing already?	What else can be done?	Action by Whom?	Action by When?	Done
Slips, trips and falls	Staff and visitors may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. Offices cleaned every evening 	<ul style="list-style-type: none"> LONEALERT Access, Instant or Plus device 			
Manual handling of paper, office equipment etc.	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper.	<ul style="list-style-type: none"> Trolley used to transport boxes of paper and other heavy items when collecting deliveries etc. High shelves for light objects only 	<ul style="list-style-type: none"> None 			
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> Staff understand what their duties and responsibilities are. Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. 'No bullying' policy 	<ul style="list-style-type: none"> Stress Management Training 			
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/equipment. Defective equipment taken out of use safely and promptly replaced. Staff told not to bring in their own appliances, toasters, fans etc. Ask landlord when the next safety check 	<ul style="list-style-type: none"> LONEALERT Access, Instant or Plus device 			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> Working with landlord, fire risk assessment done 				

Display screen equipment	Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor	<ul style="list-style-type: none"> • DSE training and assessments of workstation from CD ROM carried out by all new starters early on in induction. • Reassessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting. • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. • Shared workstations are assessed for all users. • Work planned to include regular breaks or change of activity. • Lighting and temperature suitably controlled. • Adjustable blinds at window to control natural light on screen • Noise levels controlled. • Eye tests provided for those who need them • Laptop users trained to carry out own DSE assessment for use away from office. • When used at office, laptop should be used with docking station, screen, keyboard and mouse. 	<ul style="list-style-type: none"> • None 			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> • Working with landlord, fire risk assessment done 	<ul style="list-style-type: none"> • LONEALERT Plus device 			
Intruder	Physical Assault, non-physical assault or robbery	<ul style="list-style-type: none"> • Keep all doors locked whilst working alone • Use dim lighting • Have a safe escape place • Issue Lone Working devices 	<ul style="list-style-type: none"> • LONEALERT Instant or Plus device 			
Physical Assault	Staff could experience both physical and non – physical assault including mugging	<ul style="list-style-type: none"> • Lone Worker Training • Personal attack alarm • Lone Working device 	<ul style="list-style-type: none"> • LONEALERT Instant or Plus device 			
Seeing Clients Alone	Staff could experience both physical and non – physical assault including mugging	<ul style="list-style-type: none"> • Should not be happening 	<ul style="list-style-type: none"> • LONEALERT Access, Instant or Plus device 			
Late Night Work	Staff could experience both physical and non – physical assault including mugging	<ul style="list-style-type: none"> • Lone Worker Training 	<ul style="list-style-type: none"> • LONEALERT Access, Instant or Plus device 			

If you feel that the solution to any of your identified risks is a product from the LONEALERT range, please contact our team on 0330 999 8484. They will be happy to talk through the most suitable product and method of use to mitigate the risk.

