**NHS Humber and North Yorkshire ICB risk assessment**

**Lone working risk assessment: [Insert name of lone worker]**

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| **Lone working in the community** | | |
| **Initial risk score** | | |
| **Severity of risk** | **Likelihood of risk** | **Overall risk score** |
| 5 | 4 | 20 |

| **Likelihood** | **Severity** | | | | |
| --- | --- | --- | --- | --- | --- |
| **Negligible** | **Minor** | **Moderate** | **Serious** | **Catastrophic** |
| **Rare** | 1 | 2 | 3 | 4 | 5 |
| **Unlikely** | 2 | 4 | 6 | 8 | 10 |
| **Possible** | 3 | 6 | 9 | 12 | 15 |
| **Likely** | 4 | 8 | 12 | 16 | 20 |
| **Almost certain** | 5 | 10 | 15 | 20 | 25 |

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| **Hazard** | **Who may be harmed** | **Control measures** | **Responsibility for completion and review of the risk assessment** |
| **Physical or verbal violence or aggression, including sexual violence or aggression**  E.g.  Verbal abuse  Physical abuse  Sexual abuse  Imprisonment  Aggressive animals | Lone worker | Lone working policy, including guidance for lone workers in the community  Acceptable behaviour policy  Risk assessment and ongoing monitoring  Dynamic risk assessment  Empowerment to leave  Exit strategy  De-escalation techniques  Mandatory health and safety and conflict resolution e-learning  Incident reporting and management  Mobile phones issued to lone workers  Personal safety equipment such as panic alarms  Information sharing and electronic warning markers | Line manager |
| **Theft or robbery**  E.g.  Loss of valuables  Loss of equipment  Loss of personal data  Violence or intimidation  Damage to vehicle or personal possessions | Lone worker | Lone working policy, including guidance for lone workers in the community  Acceptable behaviour policy  Risk assessments and ongoing monitoring  Dynamic risk assessment  Mandatory health and safety and conflict resolution e-learning  Incident reporting and management  Mobile phones issued to lone workers  Personal safety equipment such as panic alarms  Information sharing and electronic warning markers | Line manager |
| **Road traffic accidents, breakdowns or punctures**  E.g.  Collision with another vehicle  Collision with pedestrian  Collision with street furniture  Vehicle breakdown  Puncture  Isolation / inaccessibility | Lone worker | Lone working policy, including travel guidance for lone workers  Driving for work policy  Risk assessments and ongoing monitoring  Dynamic risk assessment  Mandatory health and safety and conflict resolution e-learning  Incident reporting and management  Provision of vehicle information to line manager  Mobile phones issued to lone workers | Line manager |
| **Slips, trips or falls**  E.g.  Trip hazards  Unmaintained access / egress  Inclement weather  Steps / stairs | Lone worker | Lone working policy, including guidance for lone workers in the community  Risk assessments and ongoing monitoring  Dynamic risk assessment  Mandatory health and safety e-learning  Health and safety policy  Incident reporting and management  Mobile phones issued to lone workers | Line manager |
| **Illness or incapacitation**  E.g.  Existing medical condition, such as epilepsy  Sudden illness or injury  Allergies | Lone worker | Lone working policy, including guidance for lone workers in the community  Risk assessments and ongoing monitoring to include any known medical conditions  Dynamic risk assessment  Incident reporting and management  Mobile phones issued to lone workers  Personal safety equipment such as panic alarms | Line manager |
| **Technology failure or loss**  E.g.  Complete device failure  Loss of battery power  Loss of signal  Accidental loss of device  Loss of device through theft / robbery | Lone worker | Lone working policy, including guidance for lone workers in the community  Risk assessments and ongoing monitoring  Dynamic risk assessment  Reporting of IT issues via service desk  Incident reporting and management  Maintenance of equipment, including ensuring devices are fully charged | Line manager |

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| **Residual risk score** | | |
| **Severity of risk** | **Likelihood of risk** | **Overall risk score** |
| 4 | 3 | 12 |

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| --- | --- | --- | --- |
| **Name of person completing risk assessment** | **Appointed person for sign off** | **Date** | **Review date** |
|  |  |  |  |
| By signing, the appointed person confirms that this is a suitable and sufficient risk assessment and that stated control measures are in place. This assessment will be reviewed annually. | | | |

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| **Lone working in an ICB office space** | | |
| **Initial risk score** | | |
| **Severity of risk** | **Likelihood of risk** | **Overall risk score** |
| 4 | 3 | 12 |

| **Likelihood** | **Severity** | | | | |
| --- | --- | --- | --- | --- | --- |
| **Negligible** | **Minor** | **Moderate** | **Serious** | **Catastrophic** |
| **Rare** | 1 | 2 | 3 | 4 | 5 |
| **Unlikely** | 2 | 4 | 6 | 8 | 10 |
| **Possible** | 3 | 6 | 9 | 12 | 15 |
| **Likely** | 4 | 8 | 12 | 16 | 20 |
| **Almost certain** | 5 | 10 | 15 | 20 | 25 |

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| --- | --- | --- | --- |
| **Hazard** | **Who may be harmed** | **Control measures** | **Responsibility for completion review of the risk assessment** |
| **Physical or verbal violence or aggression, including sexual violence or aggression**  E.g.  Verbal abuse  Physical abuse  Sexual abuse  Imprisonment | Lone worker | Lone working policy, including guidance for lone workers in an ICB office environment  Acceptable behaviour policy  Risk assessment and ongoing monitoring  Dynamic risk assessment  De-escalation techniques  Empowerment to leave  Exit strategy  Mandatory health and safety and conflict resolution e-learning  Incident reporting and management  Personal safety equipment such as panic alarms | Line manager |
| **Theft or robbery**  E.g.  Loss of valuables  Loss of equipment  Loss of personal data  Violence or intimidation  Damage to vehicle or personal possessions | Lone worker | Lone working policy, including guidance for lone workers in an ICB office environment  Acceptable behaviour policy  Risk assessments and ongoing monitoring  Dynamic risk assessment  Mandatory health and safety and conflict resolution e-learning  Incident reporting and management  Mobile phones issued to lone workers  Personal safety equipment such as panic alarms | Line manager |
| **Road traffic accidents, breakdowns or punctures travelling to or from ICB site**  E.g.  Collision with another vehicle  Collision with pedestrian  Collision with street furniture  Vehicle breakdown  Puncture  Isolation / inaccessibility | Lone worker | Lone working policy, including travel guidance for lone workers  Driving for work policy  Risk assessments and ongoing monitoring  Dynamic risk assessment  Mandatory health and safety and conflict resolution e-learning  Incident reporting and management  Provision of vehicle information to line manager  Mobile phones issued to lone workers | Line manager |
| **Slips trips or falls**  E.g.  Trip hazards  Unmaintained access / egress  Inclement weather  Steps / stairs | Lone worker | Lone working policy, including guidance for lone workers in an ICB office environment  Risk assessments and ongoing monitoring  Dynamic risk assessment  Mandatory health and safety e-learning  Annual audits undertaken for all ICB sites  Health and safety policy  Reporting of any identified hazards  Incident reporting and management  Mobile phones issued to lone workers | Line manager |
| **Illness or incapacitation**  E.g.  Existing medical condition, such as epilepsy  Sudden illness or injury  Allergies | Lone worker | Lone working policy, including guidance for lone workers in an ICB office environment  Risk assessments and ongoing monitoring to include any known medical conditions  Dynamic risk assessment  Incident reporting and management  Mobile phones issued to lone workers  Personal safety equipment such as panic alarms | Line manager |
| **Technology failure or loss**  E.g.  Complete device failure  Loss of battery power  Loss of signal / connection  Accidental loss of device  Loss of device through theft / robbery | Lone worker | Lone working policy, including guidance for lone workers in an ICB office environment  Risk assessments and ongoing monitoring  Dynamic risk assessment  Reporting of IT issues via service desk  Incident reporting and management  Maintenance of equipment, including ensuring devices are fully charged | Line manager |

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| **Residual risk score** | | |
| **Severity of risk** | **Likelihood of risk** | **Overall risk score** |
| 3 | 3 | 9 |

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| --- | --- | --- | --- |
| **Name of person completing risk assessment** | **Appointed person for sign off** | **Date** | **Review date** |
|  |  |  |  |
| By signing, the appointed person confirms that this is a suitable and sufficient risk assessment and that stated control measures are in place. This assessment will be reviewed annually. | | | |

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| **Lone working at home or other agile location** | | |
| **Initial risk score** | | |
| **Severity of risk** | **Likelihood of risk** | **Overall risk score** |
| 4 | 3 | 12 |

| **Likelihood** | **Severity** | | | | |
| --- | --- | --- | --- | --- | --- |
| **Negligible** | **Minor** | **Moderate** | **Serious** | **Catastrophic** |
| **Rare** | 1 | 2 | 3 | 4 | 5 |
| **Unlikely** | 2 | 4 | 6 | 8 | 10 |
| **Possible** | 3 | 6 | 9 | 12 | 15 |
| **Likely** | 4 | 8 | 12 | 16 | 20 |
| **Almost certain** | 5 | 10 | 15 | 20 | 25 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Who may be harmed** | **Control measures** | **Responsibility for completion review of the risk assessment** |
| **Physical or verbal violence or aggression, including sexual violence or aggression**  E.g.  Verbal abuse  Physical abuse  Sexual abuse  Imprisonment  Aggressive animals | Lone worker | Lone working policy, including guidance for lone workers at home or in other agile location  Staff experiencing domestic abuse policy  Agile working policy  Agile working personal plan  Acceptable behaviour policy  Risk assessment and ongoing monitoring  Dynamic risk assessment  Empowerment to leave  Exit strategy  Mandatory health and safety and conflict resolution e-learning  Maintaining a safe environment through locking doors / windows  Incident reporting and management  Mobile phones issued to lone workers | Line manager |
| **Theft or robbery**  E.g.  Loss of valuables  Loss of equipment  Loss of personal data  Violence or intimidation  Damage to vehicle or personal possessions | Lone worker | Lone working policy, including guidance for lone workers at home or in other agile location  Agile working policy  Agile working personal plan  Acceptable behaviour policy  Risk assessments and ongoing monitoring  Dynamic risk assessment  Mandatory health and safety and conflict resolution e-learning  Maintaining a safe environment through locking doors / windows  Incident reporting and management  Mobile phones issued to lone workers | Line manager |
| **Road traffic accidents, breakdowns or punctures travelling to or from agile working space**  E.g.  Collision with another vehicle  Collision with pedestrian  Collision with street furniture  Vehicle breakdown  Puncture  Isolation / inaccessibility | Lone worker | Lone working policy, including travel guidance for lone workers  Agile working policy  Agile working personal plan  Driving for work policy  Risk assessments and ongoing monitoring  Dynamic risk assessment  Mandatory health and safety and conflict resolution e-learning  Incident reporting and management  Provision of vehicle information to line manager  Mobile phones issued to lone workers | Line manager |
| **Slips trips or falls**  E.g.  Trip hazards  Unmaintained access / egress  Inclement weather  Steps / stairs | Lone worker | Lone working policy, including guidance for lone workers at home or in other agile location  Agile working policy  Agile working personal plan  Risk assessments and ongoing monitoring  Dynamic risk assessment  Mandatory health and safety e-learning  Health and safety policy  Maintenance of home / agile working environment  Incident reporting and management  Mobile phones issued to lone workers | Line manager |
| **Illness or incapacitation**  E.g.  Existing medical condition, such as epilepsy  Sudden illness or injury  Allergies | Lone worker | Lone working policy, including guidance for lone workers at home or in other agile location  Agile working policy  Agile working personal plan  Risk assessments and ongoing monitoring to include any known medical conditions  Dynamic risk assessment  Incident reporting and management  Mobile phones issued to lone workers | Line manager |
| **Technology failure or loss**  E.g.  Complete device failure  Loss of battery power  Loss of signal / connection  Accidental loss of device  Loss of device through theft / robbery | Lone worker | Lone working policy, including guidance for lone workers  Agile working policy  Agile working personal plan  Risk assessments and ongoing monitoring  Dynamic risk assessment  Reporting of IT issues via service desk  Incident reporting and management  Maintenance of equipment, including ensuring devices are fully charged | Line manager |

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| **Residual risk score** | | |
| **Severity of risk** | **Likelihood of risk** | **Overall risk score** |
| 3 | 2 | 6 |

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| **Name of person completing risk assessment** | **Appointed person for sign off** | **Date** | **Review date** |
|  |  |  |  |
| By signing, the appointed person confirms that this is a suitable and sufficient risk assessment and that stated control measures are in place. This assessment will be reviewed annually. | | | |

**Risk assessment remedial actions**

Where the risk assessment has identified additional control measures for implementation, use this table to record the remedial actions required to implement these.

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| --- | --- | --- | --- |
| **Action required** | **Action owner** | **Target date** | **Completion date** |
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