**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 abusePhysical abuseSexual abuseImprisonmentAggressive animals | Lone worker | Lone working policy, including guidance for lone workers in the communityAcceptable behaviour policyRisk assessment and ongoing monitoringDynamic risk assessmentEmpowerment to leaveExit strategyDe-escalation techniquesMandatory health and safety and conflict resolution e-learningIncident reporting and managementMobile phones issued to lone workersPersonal safety equipment such as panic alarmsInformation sharing and electronic warning markers | Line manager |
| **Theft or robbery**E.g.Loss of valuablesLoss of equipmentLoss of personal dataViolence or intimidationDamage to vehicle or personal possessions | Lone worker | Lone working policy, including guidance for lone workers in the communityAcceptable behaviour policyRisk assessments and ongoing monitoringDynamic risk assessmentMandatory health and safety and conflict resolution e-learningIncident reporting and managementMobile phones issued to lone workersPersonal safety equipment such as panic alarmsInformation sharing and electronic warning markers | Line manager |
| **Road traffic accidents, breakdowns or punctures**E.g.Collision with another vehicleCollision with pedestrianCollision with street furnitureVehicle breakdownPunctureIsolation / inaccessibility | Lone worker | Lone working policy, including travel guidance for lone workersDriving for work policyRisk assessments and ongoing monitoringDynamic risk assessmentMandatory health and safety and conflict resolution e-learningIncident reporting and managementProvision of vehicle information to line managerMobile phones issued to lone workers | Line manager |
| **Slips, trips or falls**E.g.Trip hazardsUnmaintained access / egressInclement weatherSteps / stairs | Lone worker | Lone working policy, including guidance for lone workers in the communityRisk assessments and ongoing monitoringDynamic risk assessmentMandatory health and safety e-learningHealth and safety policyIncident reporting and managementMobile phones issued to lone workers | Line manager |
| **Illness or incapacitation**E.g.Existing medical condition, such as epilepsySudden illness or injuryAllergies | Lone worker | Lone working policy, including guidance for lone workers in the communityRisk assessments and ongoing monitoring to include any known medical conditionsDynamic risk assessmentIncident reporting and managementMobile phones issued to lone workersPersonal safety equipment such as panic alarms | Line manager |
| **Technology failure or loss**E.g.Complete device failureLoss of battery powerLoss of signalAccidental loss of deviceLoss of device through theft / robbery | Lone worker | Lone working policy, including guidance for lone workers in the communityRisk assessments and ongoing monitoringDynamic risk assessmentReporting of IT issues via service deskIncident reporting and managementMaintenance 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 abusePhysical abuseSexual abuseImprisonment | Lone worker | Lone working policy, including guidance for lone workers in an ICB office environmentAcceptable behaviour policyRisk assessment and ongoing monitoringDynamic risk assessmentDe-escalation techniquesEmpowerment to leaveExit strategyMandatory health and safety and conflict resolution e-learningIncident reporting and managementPersonal safety equipment such as panic alarms | Line manager |
| **Theft or robbery**E.g.Loss of valuablesLoss of equipmentLoss of personal dataViolence or intimidationDamage to vehicle or personal possessions | Lone worker | Lone working policy, including guidance for lone workers in an ICB office environmentAcceptable behaviour policyRisk assessments and ongoing monitoringDynamic risk assessmentMandatory health and safety and conflict resolution e-learningIncident reporting and managementMobile phones issued to lone workersPersonal 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 vehicleCollision with pedestrianCollision with street furnitureVehicle breakdownPunctureIsolation / inaccessibility | Lone worker | Lone working policy, including travel guidance for lone workersDriving for work policyRisk assessments and ongoing monitoringDynamic risk assessmentMandatory health and safety and conflict resolution e-learningIncident reporting and managementProvision of vehicle information to line managerMobile phones issued to lone workers | Line manager |
| **Slips trips or falls**E.g.Trip hazardsUnmaintained access / egressInclement weatherSteps / stairs | Lone worker | Lone working policy, including guidance for lone workers in an ICB office environmentRisk assessments and ongoing monitoringDynamic risk assessmentMandatory health and safety e-learningAnnual audits undertaken for all ICB sitesHealth and safety policyReporting of any identified hazardsIncident reporting and managementMobile phones issued to lone workers | Line manager |
| **Illness or incapacitation**E.g.Existing medical condition, such as epilepsySudden illness or injuryAllergies | Lone worker | Lone working policy, including guidance for lone workers in an ICB office environmentRisk assessments and ongoing monitoring to include any known medical conditionsDynamic risk assessmentIncident reporting and managementMobile phones issued to lone workersPersonal safety equipment such as panic alarms | Line manager |
| **Technology failure or loss**E.g.Complete device failureLoss of battery powerLoss of signal / connectionAccidental loss of deviceLoss of device through theft / robbery | Lone worker | Lone working policy, including guidance for lone workers in an ICB office environmentRisk assessments and ongoing monitoringDynamic risk assessmentReporting of IT issues via service deskIncident reporting and managementMaintenance 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 abusePhysical abuseSexual abuseImprisonmentAggressive animals | Lone worker | Lone working policy, including guidance for lone workers at home or in other agile locationStaff experiencing domestic abuse policyAgile working policyAgile working personal planAcceptable behaviour policyRisk assessment and ongoing monitoringDynamic risk assessmentEmpowerment to leaveExit strategyMandatory health and safety and conflict resolution e-learningMaintaining a safe environment through locking doors / windowsIncident reporting and managementMobile phones issued to lone workers | Line manager |
| **Theft or robbery**E.g.Loss of valuablesLoss of equipmentLoss of personal dataViolence or intimidationDamage to vehicle or personal possessions | Lone worker | Lone working policy, including guidance for lone workers at home or in other agile locationAgile working policyAgile working personal planAcceptable behaviour policyRisk assessments and ongoing monitoringDynamic risk assessmentMandatory health and safety and conflict resolution e-learningMaintaining a safe environment through locking doors / windowsIncident reporting and managementMobile 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 vehicleCollision with pedestrianCollision with street furnitureVehicle breakdownPunctureIsolation / inaccessibility | Lone worker | Lone working policy, including travel guidance for lone workersAgile working policyAgile working personal planDriving for work policyRisk assessments and ongoing monitoringDynamic risk assessmentMandatory health and safety and conflict resolution e-learningIncident reporting and managementProvision of vehicle information to line managerMobile phones issued to lone workers | Line manager |
| **Slips trips or falls**E.g.Trip hazardsUnmaintained access / egressInclement weatherSteps / stairs | Lone worker | Lone working policy, including guidance for lone workers at home or in other agile locationAgile working policyAgile working personal planRisk assessments and ongoing monitoringDynamic risk assessmentMandatory health and safety e-learningHealth and safety policyMaintenance of home / agile working environmentIncident reporting and managementMobile phones issued to lone workers | Line manager |
| **Illness or incapacitation**E.g.Existing medical condition, such as epilepsySudden illness or injuryAllergies | Lone worker | Lone working policy, including guidance for lone workers at home or in other agile locationAgile working policyAgile working personal planRisk assessments and ongoing monitoring to include any known medical conditionsDynamic risk assessmentIncident reporting and managementMobile phones issued to lone workers | Line manager |
| **Technology failure or loss**E.g.Complete device failureLoss of battery powerLoss of signal / connectionAccidental loss of deviceLoss of device through theft / robbery | Lone worker | Lone working policy, including guidance for lone workersAgile working policyAgile working personal planRisk assessments and ongoing monitoringDynamic risk assessmentReporting of IT issues via service deskIncident reporting and managementMaintenance 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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