



Risk assessment and method statement

Lone working risk assessment

Lone working on site, in buildings and on the road. Pre-filled with typical hazards, controls and sequence: edit it for this site.

PROJECT

SITE ADDRESS			
ACTIVITY		RAMS REFERENCE	
Lone working on site, in buildings and on the road			
CONTRACTOR CARRYING OUT THE WORK		PRINCIPAL CONTRACTOR	
PREPARED BY	APPROVED BY	REVISION	DATE

Revision record

Reissue and rebrief when the sequence, the programme, the team or the conditions change. If you would have written it differently had you known, it needs a new revision.

REV	DATE	WHAT CHANGED	BY

THE WORK

The activity, the place and the people

Pre-filled for this kind of work. Make every line specific to this site: this sequence, this access, these people, this weather.

Scope of the activity

What is being done, and what is not included.

MHSWR REGULATION 3(1)

Work by [name or role] alone at [site or address], without close or direct supervision, for [tasks]. Includes travel to and from site and out-of-hours work between [times]. Not to be done alone: confined space entry, live electrical work, hot work, and work at height relying on a harness.

Location and access

Where on site, how people and materials get there, and the restrictions.

Access via [entrance]; keys from [keyholder]; alarm code held by [name]. Parking at [location], close to the entrance. Exits and fire alarm call point checked on arrival. Phone signal [checked / not available: use radio or landline].

Programme and interfaces

When the work runs, and who else is working nearby.

CDM REGULATION 15(2)

START DATE

DURATION

WORKING HOURS

INTERFACES WITH OTHER TRADES

Occupants, building users or the public at [address]: [details]. Client or building manager told of the lone work and its times. Any other contractor on site at the same time: [name].

Documents this RAMS relies on

Task RAMS [ref]; check-in schedule and contacts (this template); risk information for the address; building emergency plan; COSHH assessments for products used [ref].

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING NEEDED	CONTACT
Lone worker		Experienced in the task and the location, trained in this procedure and any device used, and able to recognise when to stop.	
Check-in contact		A named person who holds the schedule and the worker's location, and acts at once on a missed check-in.	
Escalation contact		A manager able to send help or call the emergency services, available for the whole shift.	
First aid		Lone workers trained in first aid where the assessment shows a need, including treating themselves.	
Personal safety		Conflict resolution training for anyone visiting occupied homes or working where the public have access.	

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METHOD STATEMENT

The sequence of work

The order the team will work in on the day, with the controls built into each stage. If the sequence changes on site, revise the RAMS and brief it again.

STAGE	WHAT IS DONE, AND HOW	CONTROLS AT THIS STAGE	BY
Decide if it can be done alone	Check each task against this assessment. Confined space entry, live electrical work and work at height that relies on a harness are planned with others present.	Tasks that must not be done alone are listed in this assessment and briefed.	Contracts manager
Plan the job	Agree the location, access, keyholder, the tasks allowed alone, the check-in times and method, and the expected finish. Check the address for known risks.	Check-in schedule completed; contact and escalation names given to the worker.	Supervisor
Before setting off	Charge and test the phone or lone worker device. Check the first aid kit, torch and tools, then tell the contact the start time.	Device tested; first aid kit carried; vehicle checked.	Lone worker
Arrival	Check in on arrival. Find the exits, the fire alarm call point, the lighting and the phone signal before starting work.	With no signal, use the agreed alternative, or do not start higher-risk tasks.	Lone worker
During the work	Work to the plan and the RAMS for the task. Stop and call if the job changes, a new hazard appears, or someone becomes aggressive.	Check-ins at the agreed times; no tasks outside the plan.	Lone worker
Missed check-in	The contact calls the worker straight away, then tries again. If there is still no answer, the contact follows the escalation plan without waiting longer.	Time allowed before escalation set in the schedule; every attempt logged.	Check-in contact
Escalation	The escalation contact sends someone to the address or calls the keyholder. Where there is reason to think the worker is hurt, call 999 with the location and access details.	Address, access route and worker description held by the contact; escalation tested.	Manager
Finish and sign out	Secure the building, check out with the contact, and confirm arrival home or at base at the end of the shift.	The shift is not closed until the worker has confirmed they are back safely.	Lone worker
Review	Record missed check-ins, incidents and near misses. Review the assessment when the work, the worker or the location changes.	Reviewed under MHSWR regulation 3(3); incidents of violence reported and followed up.	Supervisor

CDM REGULATION 15(2): PLAN, MANAGE AND MONITOR THE WORK

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RISK ASSESSMENT

Hazards, controls and the risk that remains

Each significant hazard rated before and after its controls, as likelihood times severity. The ratings are typical: check them for this site.

	LIKELIHOOD		SEVERITY		
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

1 to 4 low
 5 to 12 medium
 15 to 25 high

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Sudden illness or injury	A worker alone who collapses, falls or is hurt and cannot raise the alarm.	3 x 5 = 15 High	- Check-ins at set times, with a named contact who acts at once on a missed one. - A phone or lone worker device that raises the alarm by hand, or by itself after a fall or no movement. - Site address, access details and keyholder given to the contact before work starts.	2 x 4 = 8 Med	Supervisor
Falls from ladders and stepladders	Maintenance engineers and trades working at height alone, with nobody to call for help after a fall.	3 x 5 = 15 High	- Lone work at height limited to short tasks from stepladders, podiums or towers chosen under the Work at Height Regulations. - No lone work where a fall arrest harness is the protection, since a rescue needs someone else there. - A check-in before and after longer tasks at height.	2 x 5 = 10 Med	
Violence and aggression	Workers in occupied homes, empty buildings or out of hours who meet angry occupants, intruders or the public.	3 x 4 = 12 Med	- Known risks at an address checked and shared before the visit, with two-person visits where there is a history. - Personal safety and conflict resolution training; the worker leaves if a situation feels unsafe, and is backed for it. - A discreet alarm on the phone or device; every incident reported and the worker supported afterwards.	2 x 4 = 8 Med	
Work near exposed live conductors	Electricians testing or fault finding on live equipment, where help may be needed at once.	3 x 5 = 15 High	- Dead working by default; live work only where the conditions in regulation 14 are met. - A second person trained to recognise danger and give help, where their presence can prevent injury, as HSE HSR25 advises. - Insulated tools, barriers and a controlled work area.	1 x 5 = 5 Med	Supervisor
Confined spaces	Anyone entering a chamber, tank, void or manhole, where gas, fumes or a fall can overcome them.	3 x 5 = 15 High	- No lone entry. Entry avoided where the work can be done from outside. - Where entry is needed, a safe system of work with a person outside, gas monitoring and rescue arrangements in place first.	1 x 5 = 5 Med	
Loads too heavy for one person	A lone worker lifting or carrying items that need a second pair of hands or a lifting aid.	3 x 3 = 9 Med	- Heavy items moved when others are present, or with trolleys and lifting aids left on site. - Weights known in advance, and the worker told not to attempt lifts outside the plan.	2 x 3 = 6 Med	
Machinery and power tools used alone	Operatives running saws, drills, mixers or other machinery with no one near to isolate it.	2 x 5 = 10 Med	- Guards fitted and the stop control within reach; only tasks the assessment allows done alone. - Machinery with an entanglement risk not operated alone. - Shorter check-in intervals while powered tools are in use.	1 x 5 = 5 Med	
Fire, smoke or being shut in	Workers in empty buildings, plant rooms or out of hours, where alarms may be off or exits locked.	2 x 5 = 10 Med	- Exit routes and the fire alarm checked on arrival; exits never locked with the worker inside. - Hot work not done alone: only under a hot work permit, with the fire watch it requires. - Keyholder and building contact known to the worker, with a way out if locked in.	1 x 5 = 5 Med	

MHSWR REGULATION 3(6): WITH FIVE OR MORE EMPLOYEES, RECORD THE SIGNIFICANT FINDINGS

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RISK ASSESSMENT, CONTINUED

More hazards, and those specific to this site

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Darkness and out-of-hours access	Workers arriving or leaving in the dark through car parks, compounds and unlit buildings.	3 x 3 = 9 Med	- Lighting checked and a torch carried; parking close to the entrance. - Arrival and departure reported to the contact; doors secured behind the worker.	2 x 3 = 6 Med	
No phone signal or a flat battery	Workers in basements, plant rooms, rural sites and steel-framed buildings.	3 x 4 = 12 Med	- Signal checked on arrival, with another method agreed for the location, such as a landline, radio or satellite device. - Phone charged at the start, with a charger in the vehicle. - If contact cannot be made, higher-risk tasks do not start.	2 x 4 = 8 Med	
Driving and lone travel	Engineers, drivers and delivery drivers on the road alone, including breakdowns.	3 x 4 = 12 Med	- Journeys planned with breaks and realistic times, following HSE INDG382 on driving at work. - Breakdown details and a charged phone carried; arrival and return reported to the contact.	2 x 4 = 8 Med	
Fumes and solvents in small rooms	Workers using solvents, adhesives or fuel-powered tools in enclosed rooms with poor ventilation.	2 x 4 = 8 Med	- COSHH assessment for each product, with ventilation in place before work starts. - No petrol or diesel-powered equipment used indoors. - Shorter check-in intervals while solvents are in use.	1 x 4 = 4 Low	
Medical conditions	A worker with a condition that could cause sudden incapacity, such as epilepsy or diabetes.	2 x 5 = 10 Med	- Medical suitability for lone work considered, with medical advice sought where needed and held in confidence. - Adjustments agreed with the worker, including emergency information they choose to carry.	1 x 5 = 5 Med	
Young and inexperienced workers	Apprentices, trainees and workers new to the job or the site.	3 x 4 = 12 Med	- Young persons not given lone work beyond their capacity or experience, under regulation 19 of the Management Regulations. - New workers accompanied at first, as HSE advises, until they are competent in the task.	1 x 4 = 4 Low	
Stress, fatigue and isolation	Workers alone for long periods, out of hours or on long drives.	3 x 3 = 9 Med	- Regular contact with the manager, and lone workers included in team briefings and updates. - Hours planned to avoid long shifts and late finishes; concerns raised and acted on.	2 x 3 = 6 Med	

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EQUIPMENT

Plant, equipment and PPE

Plant and equipment

Each item, the checks and certificates it needs, and who may operate it.

PUWER 1998, LOLER 1998

ITEM	CHECKS AND CERTIFICATES	OPERATOR COMPETENCE
Mobile phone	Charged at the start of the shift; signal checked on arrival.	Lone worker
Lone worker device or app	Tested each shift; alarm, fall and no-movement alerts checked.	Trained in its use
Radio or satellite device	For locations with no mobile signal; battery and channel checked.	Lone worker
Personal first aid kit	Carried by the worker; contents checked and restocked.	First aid trained
Torch	Carried and charged; site lighting checked on arrival.	Lone worker
Vehicle	Daily walk-round check; fuel, phone charger and breakdown details carried.	Licensed driver

Personal protective equipment

PPE is the last line of defence, after the controls above. Specify the type, not just the item.

PPE AT WORK REGULATIONS 1992

ITEM	NEEDED	TYPE AND SPECIFICATION
Safety helmet	☒	On site and where there is a head injury risk
Safety footwear	☒	Safety boots
High-visibility clothing	☒	On site and at the roadside
Gloves	☒	Suited to the task
Eye protection	☐	
Hearing protection	☐	
Respiratory protection Type, and face-fit tested	☐	
Harness or restraint Anchor points identified	☐	

CONTROLS

Substances, permits, emergencies and the environment

Hazardous substances		Each substance and its COSHH assessment.
COSHH 2002, REGULATION 6		
SUBSTANCE	COSHH ASSESSMENT REFERENCE	CONTROLS

Permits and plans

PERMIT OR PLAN	NEEDED	REFERENCE
Hot work permit	☐	
Permit to work	☒	
Permit to dig or break ground	☐	
Confined space entry	☐	
Lift plan	☐	
Temporary works design	☐	

Emergency and rescue First aid, fire, and how someone is rescued. The rescue plan belongs in the RAMS, not after it.	A missed check-in is escalated within the time set in the schedule. If injury is likely, call 999 with the address, access route and keyholder. The worker carries a first aid kit. Physical violence that causes a reportable injury is reported under RIDDOR.
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Environment and neighbours Dust, noise, vibration, waste, spills and hours of work.	Building left secure, with lighting and services as found. Waste taken away or left in the agreed place. Noise kept to the hours agreed with occupants.
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CHECK-IN SCHEDULE

Check-in schedule and contacts

Fill this in before the shift and give a copy to the worker and the contact. A missed check-in is acted on at once by the person named.

TIME	METHOD	WHO CHECKS	IF MISSED	ESCALATION CONTACT
Arrival [08:00]	Phone call	[Contact name]	Call at once, again after [10] minutes, then escalate.	[Manager name and number]
Every [2] hours	Device check-in	[Contact name]	Device alerts the contact; contact calls, then escalates within [15] minutes.	[Manager name and number]
Before higher-risk task	Phone call	[Contact name]	Task does not start until contact is made.	[Manager name and number]
After higher-risk task	Text message	[Contact name]	Contact calls at once; escalates if there is no answer.	[Manager name and number]
Finish [17:00]	Phone call	[Contact name]	Call twice, then send someone to the address or call the keyholder.	[Manager name and number]
Home or base	Text message	[Contact name]	Contact calls the worker, then the agreed emergency contact.	[Manager name and number]

HSE INDG73(REV4), PROTECTING LONE WORKERS; MHSWR 1999, REGULATIONS 3 AND 8

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Briefed before the work starts

BRIEFED BY

REVISION BRIEFED

DATE AND TIME

A SIGNATURE AGAINST A REVISION, ON A DATE, BEFORE THE WORK STARTED, IS HOW A BRIEFING IS EVIDENCED

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