

RISK ASSESSMENT FORM

Risk Assessment Number; Medical School			Date Of Assessment;			
Task / Work Activity / Work Area Assessed; Generic Risk Assessment for Lone Working Outside of University Premises			People Involved In Making This Assessment; Tanya Cocks, Health & Safety Adviser; Dr Claire Stocker			
Supplementary Checklist Used In Respect Of;						
New And Expectant Mothers <input type="checkbox"/> Young Persons <input type="checkbox"/> Fire safety <input type="checkbox"/> Substances Hazardous To Health <input type="checkbox"/> Display Screens <input type="checkbox"/> Manual Handling <input type="checkbox"/>						
1. Persons Affected By The Activity	2. What Hazards Have Been Identified? How Can People Be Harmed?	3. Control Measures Already In Place	4. Further Control Measures Identified As Necessary	5. Action on measures listed in Col. 4		6. Work Completed. Date And Signature
				Allocated to (Name)	For completion by (Date)	
Employees Students New & Expectant Mothers Other vulnerable people	Lone Worker subject to medical condition that may place them at increased risk when working alone or an accident. Competency of individual. Violence, physical or verbal abuse to lone worker. Use of transport	Lone Worker must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their Unit lead / supervisor and Buddies and if necessary their own GP. Lone workers to ensure other persons are made aware of their location, appointment time and length of time visit is expected to take, contact numbers must be given. Details of patients are taken and are known to the GP. Lone workers must be fully competent to carry out the work safely and be aware of emergency procedures and remove themselves from the situation as quickly and safely as possible. Take a mobile phone; check it will work in destination. Read Personal Safety and Travel Tips.	Unit lead / supervisor to ensure Lone Working Policy & Procedure is known to individual. Lone workers to set up contact arrangements and code words with buddies, colleagues or security. Appropriate training to be given. Consider a personal alarm or contact security for assistance.	Unit Lead / Supervisor Lone Worker University of Buckingham Lone Worker		

	<p>Trips, slips or falls.</p> <p>Fire or other emergencies.</p>	<p>Carry out check on environment to ensure no trip hazards or blocked exits. Check entrances to premises and car park are well lit.</p> <p>The lone worker should plan egress taking into account potential safety issues.</p>	<p>Report any hazards to Unit lead / supervisor.</p>	<p>Lone Worker</p> <p>Lone Worker</p>		
<p>7. People allocated actions in col. 4 and target dates approved by Line Manager;</p> <p>Name: _____ Signature: _____</p>			<p>8. Date and initials of Risk Assessment Reviewer(s);</p>			