

Risk assessment template

Company name: lone worker

Assessment carried out by: T Fairclough & L Spivey

Date of next review: May 2025

Date assessment was carried out: 3 May 2024

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Done
Slips, trips and falls	Cleaner trips over objects or slips on spillages/wet floors causing bruising or fractures.	Good housekeeping in the hall. Slip risks reduced by using 2 mop system, wet mop followed by dry mop. Cleaner uses electrical socket nearest to work to reduce tripping over leads		
Contact with bleach and other cleaning chemicals	Cleaner risks getting dermatitis and eye damage from contact with bleach and other cleaning chemicals. Chemical vapour may cause breathing problems.	Cleaner asked about any ill health. Mops and rubber gloves provided and trained in their use. Cleaner trained in risks, use and storage of cleaning chemicals.	Check cleaning materials labels, especially irritants.	
Musculoskeletal disorders and injuries	Cleaner risks back problems lifting heavy items like cleaning machines, full mop buckets or working in awkward postures.		Share manual handling best practice guide with cleaner.	
Work at height	Cleaner risks bruising and fracture injuries if they fall from height.	No need for cleaner to work from step ladders. Cleaner knows not to stand on a chair.		

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Lone working (primarily aimed at the cleaner, lone working affects any volunteers entering the village hall eg maintenance manager checking work, volunteer preparing for event or inspecting facilities.)	Cleaner or volunteer may suffer sudden illness/accident while working alone and be unable to summon help. Strangers may enter the building and be a threat.	Cleaner or volunteer messages family member when starting and work and finishing. Family member will look for them. Cleaner or volunteer knows to have mobile phone on their person and not remotely in a handbag. Cleaner or volunteer knows to lock the themselves in to ensure strangers can't enter the building, but keys are removed to allow help to enter.	Perform sporadic checks that messages are sent and received, doors locked. ie key safety control is working.	
Electrical	Cleaner risks electric shock or burns from faulty electrical equipment.	Cleaner checks for damaged plugs, cables, switches before using machines. If defect is noted, machine is taken out of service and record made in maintenance logbook. Cleaner knows not to splash water near sockets or electrical appliances.		
Fire	Cleaner might accidentally catch control knobs for hobs and ovens causing a building fire.	Cleaner is mindful of the risk and checks knobs when leaving the kitchen.		

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/