



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

KESGRAVE SCOUT HUT				Details: KESGRAVE SCOUT HUT CLEANING			
Operation:	Lone Working			Actions controlled by:		Employer and employee, any volunteer	
Risk Assessment no:	5			Assessed by:			
Reviewed by:	A brown Executive committee			Date:	12.4.18	Review Date:	Yearly or any changes 4 th dec 2020 review completed
HAZARDS IDENTIFIED	Persons Affected	RISK(S)	Risk Rating			CONTROL MEASURES	Residual Risk
			S	L	RF		S L RF
Persons with poor health lone working	Lone worker	Suffering from an ill health event at work such as a fit, heart attack etc	5	2	10	- Lone workers will be individually assessed to ensure they are safe to conduct lone working. Factors taken into account will be: - Uncontrolled/poorly controlled diabetes - Uncontrolled/poorly controlled epilepsy - Severe heart conditions - Blackouts/fainting/dizziness - Severe asthma - Impaired eyesight (which cannot be corrected by spectacles/contact lenses) - Impaired hearing (which cannot be corrected by electronic aids)	5 1 5

						○ Drug related problems ○ Alcohol related problems ● Lone workers must notify of any change in health			
Accidents	Lone worker	Lone worker is injured at work or taken ill and nobody to administer first aid or raise the alarm.	5	3	15	● Lone workers must not undertake any high-risk activities. ● The person must be capable of working alone and be competent to accomplish the task. ● Any equipment or substance used should be safe to be handled by a lone worker, it should not include heavy manual handling, unless by mechanical means. ● First aid box must be available. The scout hall has a first aid kit in the foyer, kitchen and in the office. ● Lone workers should ideally carry a mobile phone at all times and if at the Scout Hall have access to the office to use the landline phone. ● Lone workers should either keep to their rota's, so partners / wives / friends will query why they haven't come home on time or let someone know (ie a buddy system) they are visiting the hall or other site / venue and what time they will be back. For extended periods of time consider reporting-in at regular or pre-arranged times. ● A system of communication must be established, and emergency procedures understood.	5	1	5
Personal attack	Lone worker	Injuries from attacks by member of public.	3	2	6	● Extra vigilance required by the lone worker. ● Safe access and egress for one person should be established. ● Consider locking yourself in the building or a room.	3	1	3
Remote out of office lone working	Lone worker	Various injuries with no body to raise the alarm.	4	3		● A signing out/in procedure shall be implemented and if considered necessary a 'buddy' system is to be applied the person who is in the hall alone must consider this. This can be with persons relations if living in same house	4	1	4

NB - Attached Sign off sheet must be completed and returned to office

Severity

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

Likelihood

Rating 1 = Very unlikely
 Rating 2 = Unlikely
 Rating 3 = Likely
 Rating 4 = Very likely
 Rating 5 = Almost certain

Severity

Rating 1 = No injury
 Rating 2 = Minor injury or illness
 Rating 3 = "3 day" injury or illness
 Rating 4 = Major injury or illness
 Rating 5 = Fatality, disabling injury, etc

Please sign below confirming you have had this risk assessment explained to you and that you fully understand its contents, will comply fully with controls in place and will report any additional hazards to line Manager

Please sign below confirming you have delivered and explained the risk assessment fully in accordance with Group policy

Name (Print)	Signature	Date	Name (Print)	Signature	Date