

General H&S Risk Assessment

A checklist of Safe Working Practices can be found at the foot of this assessment



Location / Activities Assessment

Date: June 2026		Assessed by: Belinda Shulman		Description: Lone Working				Assessment No: Review Date: - June 2028 or earlier if significant changes			
Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised Risk		
									S	L	R

Introduction:

Lone working can present increased risks because individuals may not be able to summon immediate assistance if an incident occurs. This assessment supports the safe planning and management of lone working activities across United Synagogue sites.

It aligns with the Health and Safety at Work Act 1974 and the Management

of Health and Safety at Work Regulations 1999, which require employers to assess risks, implement suitable control measures and ensure that work can be carried out safely. This assessment identifies common hazards, who may be affected and the organisational controls required to reduce the likelihood of harm. It must be reviewed regularly and whenever there are significant changes in working practices, staffing, equipment or site conditions.

01	Lone working in an empty building Being alone on site without immediate assistance.	Administrators, Site Managers, Caretakers, Cleaners, contractors, volunteers	- Lone working only permitted with prior approval from a Line Manager or Supervisor. - Worker must agree task parameters and expected duration. - Regular voice or telephone contact maintained at agreed intervals.	4	2	8	M	- Periodic review of lone working arrangements. - Consider personal safety devices for higher risk roles. - Worker trained to identify hazards before starting tasks.	4	1	4 L
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Key:	S = Severity	L = Likelihood	S x L = R: R = Residual Risk Rating or Priority
	5 – Fatality	5 – Certain	1 – 4 Low Priority. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	5-10 Medium Priority. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	11-16 High Priority. Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	17-25 Very High Priority. Immediate action required. Extra resources likely to be required.
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

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02	Medical emergency Sudden illness or medical emergency with no one available to assist.	All as above	- Individual suitability to work alone assessed before authorisation. - Worker must have access to a charged mobile phone at all times. - Emergency contact details and site address kept readily available. - First aid equipment accessible and maintained.	5	2	10	M	- Encourage staff to confidentially disclose relevant health concerns.	5	1	5 M
03	Slips, trips and falls Injury when no one is present to assist	All as above	- Good housekeeping standards maintained. - Adequate lighting provided throughout the building. - Worker must avoid using ladders or working at height while alone unless specifically authorised and risk assessed.	4	2	8	M	- Periodic inspection of floors, lighting and access routes.	4	1	4 L

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04	Security Threats / Unauthorised Persons Encountering intruders or unauthorised persons trying to gain access to site	All, as above	- Building must be secured before lone working begins. - Worker must not allow access to unknown individuals. - Panic alarm or emergency contact number to be provided. - CCTV and access control systems used where available.	5	2	10	M	- Review security arrangements and access control systems. - Worker trained in conflict avoidance and personal safety awareness	5	1	5 M
05	Fire or emergency evacuation Fire or emergency requiring evacuation while alone.	All, as above	- Worker must be aware of evacuation routes. - Fire alarm tested and maintained. - Worker must not undertake tasks that increase fire risk while alone.	5	2	10	M	- Provide refresher training on emergency procedures. - Ensure fire wardens are aware of lone working schedules.	4	1	4 L

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06	Manual handling injuries without assistance Injury from lifting or moving items without help.	All, as above	- Worker to be trained in safe manual handling techniques. - Heavy or awkward loads must not be moved while alone. - High risk tasks to be avoided when lone working.	3	2	6	M	- Provide additional aids such as trolleys or lifting devices.	3	1	3 L
07	Stress, fatigue or anxiety Psychological strain caused by working alone.	All, as above	- Worker suitability assessed before authorisation. - Lone working kept to essential tasks only. - Worker encouraged to report concerns or incidents promptly.	3	3	9	M	- Provide wellbeing support and training. - Limit the amount of lone working required.	2	2	4 L
08	Securing the Premises When Leaving Failure to secure the building when leaving or encountering risks while locking up.	All, as above	- Worker must follow the site's lock-up procedure. - Worker must notify their Supervisor when leaving the premises.	4	2	8	M	- Review lock-up procedures regularly. - Improve external lighting or CCTV coverage where required.	4	1	4 L
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			- External areas such as car parks must be well lit. - Worker to remain aware of surroundings and avoid engaging with unknown individuals.					- Worker should have a charged mobile phone available in case of emergencies.			

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Safe Working Practices Checklist for Lone Working

Introduction

These Safe Working Practices set out the minimum standards required to ensure that lone working is carried out safely and consistently across United Synagogue sites. They support the duties placed on employers and workers by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. They apply to all staff, contractors and volunteers who may be required to work alone in buildings or areas where immediate assistance is not available.

Safe Working Practices

- ☐ Lone working must only take place with prior approval from a Supervisor.
- ☐ The worker and Supervisor must agree the task, expected duration and timings.
- ☐ The worker must have a charged mobile phone to hand and the relevant emergency contact details.
- ☐ Regular voice or telephone contact must be maintained at agreed intervals.
- ☐ The worker must be trained to identify hazards and assess risks before starting tasks.
- ☐ High risk activities such as working at height, using hazardous equipment or moving heavy loads must not be carried out unless specifically authorised and risk assessed.
- ☐ The building must be secured before lone working begins and the worker must not allow access to unknown individuals.
- ☐ The worker must be familiar with fire evacuation routes and must not carry out tasks that increase fire risk while alone.
- ☐ External areas such as car parks should be well lit and the worker must remain aware of their surroundings when arriving or leaving.
- ☐ The worker must follow the site's lock up procedure and notify their Supervisor when the premises have been secured.
- ☐ Any incidents, near misses or concerns must be reported immediately.

If you have any further questions or need additional information, feel free to contact the team on safety@theus.org.uk