

## Devon and Severn Inshore Fisheries and Conservation Authority – Lone Working Risk Assessment

<b>Title :</b> Lone Working General Risk Assessment	<b>Date of Assessment:</b> 09/02/2023	<b>Risk Assessor :</b> Sarah Clark
<b>Risk Assessment Reference :</b> RA18	<b>Areas of Work:</b> D&S IFCA premises (offices and stores); inspection of premises, person and vehicles; premises, working on the quayside; intertidal work; offshore boat work; any work away from the office	
<b>Task/ Process :</b> Lone working	<b>People at Risk :</b> D&S IFCA Employees	

**Hazard: Working alone.** People on their own in the office, or outside of normal office hours could be at risk of verbal abuse or physical assault

### Control Measures:

1. During normal hours there is usually more than one officer present at some point in the day working in the D&S IFCA offices.
2. Brixham Laboratory staff are present in the building during normal office hours.. All entrances to the building require an electronic pass to allow access. Visitors are met at the main entrance by Brixham laboratory staff and are required to sign in on the visitors' electronic system.
3. D&S IFCA has a visitors' book located in its main administration office. Officers will complete the signing in and out process on behalf of visitors.
4. Visitors are only allowed in the D&S IFCA premises if they are accompanied by two D&S IFCA Officers. If an officer is working alone in the D&S IFCA offices, they should not meet with visitors (apart from D&S IFCA Authority Members and Statutory Agencies' employees).
5. If a visitor is in the main reception and D&S IFCA Officers are notified by a member of the Brixham Laboratory site staff, then the D&S IFCA Officer can ask if the site staff can accompany them whilst meeting with the visitor. If this is not possible, the D&S IFCA Officer should decline to meet the visitor and ask them to phone the office to arrange a more convenient time
6. If an employee is working away from the office alone they should follow the [Lone Working Procedure](#) and follow the Lone Working Risk Assessment.

**Hazard: Sudden illness/accident whilst working alone.** The inability to summon assistance in the event of sudden illness or an accident

### Control Measures:

1. Lone working is avoided where possible and additional support is available at all times.
2. Use of a buddy system and work in pairs where practicable. Make regular contact by means of verbal or physical contact (at least every 60 minutes). On departure to a work location, the employee must make contact with a senior member of staff.
3. A Monitoring Officer (Line Manager, Chief Officer (as Responsible Person) or Deputy Chief Officer (as Duty Holder)) will oversee the lone working reporting procedures.
4. Effective communication is in place for lone working personnel - carry a mobile phone at all times when lone working.

## Devon and Severn Inshore Fisheries and Conservation Authority – Lone Working Risk Assessment

5. Mobile phones must be fully charged and switched on.
6. D&S IFCA Officers' must use Whats app on their mobile phones and have the location access set to 'always' when working alone and on surveys/patrols so that their location can be shared with other Officers and tracked in real time. A locator app (what3words) must be installed and operational so that the Officer can get their location and share it to the emergency services should their need to in an emergency situation.
7. Lone workers must log in at the beginning of the identified work activity and log off when the activity ends.
9. Officers (including the Monitoring Officer) must set an alarm on their mobile phones to remind them to make contact at the agreed times
8. Where no contact is made between the Monitoring Officer and the employees the [Lone Working Procedure](#) must be followed. This will involve contacting the employee's home, partner if applicable and the emergency services (Police or Coastguard). If the employee is working offshore on a survey vessel or fishing vessel the monitoring Officer may call the skipper. If contact is made with the employee the Monitoring Officer will call off the emergency service.
9. All Employees to avoid potential high-risk areas and tasks on the work location.
10. Lone workers are made aware of emergency contact details.
11. No manual lifting of heavy loads when working alone.
12. Access to First Aid Kit to be available within easy access of area of work, when working in the office or its stores or in a D&S IFCA vehicle or vessel.
13. No high-risk work to be undertaken alone such as working at heights, use of machines, hitching trailers.
14. Specific lone working risk assessment checklists are carried out for all employees who work alone.
15. D&S IFCA's [Lone Working Procedure](#) is available to all staff and also included in the [Safety Services Booklet May 2022](#).

**Hazard: Serious road traffic accidents and abuse such as road rage.** The inability to summon assistance in the event of a road traffic accident in particular when driving on country roads for work

### Control Measures:

1. Effective communication in place for lone working personnel - carry a mobile phone at all times whilst lone working and follow the Lone Working Procedure.
2. Mobile phones must be fully charged and switched on.
3. Officers' mobile phones issue d by D&S IFCA must have a phone location app (Find my iPhone) switched on and transmitting and a locator app (what3words) installed and operational so that the phone and location can be found in case of an emergency.
4. First aid kits are provided in company vehicles used at work.

## Devon and Severn Inshore Fisheries and Conservation Authority – Lone Working Risk Assessment

5. Membership of motoring organisations offering breakdown and recovery services is maintained by D&S IFCA and can be used by lone workers using D&S IFCA vehicles. If using a personal vehicle, this must have been agreed prior to the work being undertaken and the vehicle must be insured for work. Breakdown cover for personal vehicles is advised.

6. PPE - all personnel driving alone at work should always carry high viz protective clothing and wear it in the event of breakdown to avoid secondary fatal accidents.

7. Employees are trained in conflict resolution and how to react to violence and aggression.

8. A contact schedule is implemented to ensure communication is maintained when employees are working off site or are on the road.

**Hazard: Accidents.** The inability to summon assistance in the event of an accident. Injuries may also be due to previously unknown poor health of the lone worker

### Control Measures:

1. Employees are instructed not to adopt unsafe practices that could potentially be adopted by lone workers free from supervision (strictly follow the requirements of the D&S IFCA Safety Services Booklet, Lone Working Procedure and Safe Working Practices).

2. Lone working is avoided where possible and lone working procedures are provided to new employees.

3. Guidance on Lone Working provided by Peninsula is given to employees

4 D&S IFCA Officers' must use Whats app on their mobile phones and have the location access set to 'always' when working alone and on surveys/patrols so that their location can be shared with other Officers and tracked in real time. A locator app (what3words) must be installed and operational so that the Officer can get their location and share it to the emergency services should their need to in an emergency situation

5. No manual lifting of heavy loads when working alone.

6. Training or awareness of the risk involved with the work activity whilst lone working is given. Risk assessments are provided to all employees.

7. Use of Buddy system were practical from another area of work (visiting and observing lone workers) is given, and lack of supervision increases risk to lone workers.

8. Regular contact between supervisors and lone workers by telephone or radio

**Hazard : Manual handling** Risk of muscular/skeletal back injury as a result of incorrect lifting or carrying heavy and awkward items.

### Control Measures:




1. Generic Manual Handling Risk Assessment (RA21) is in place and has been provided to all employees

2. Personnel trained in the use of manual handling techniques

3. Employees are instructed - no manual handling to be undertaken which is beyond their capability which they believe may cause injury.

## Devon and Severn Inshore Fisheries and Conservation Authority – Lone Working Risk Assessment

- |   |
|---|
| 4. Suitable PPE must be used i.e., high visibility clothing, steel toe cap/midsole boots, gloves.   |
| 5. No heavy awkward manual handling task to be carried out.   |
| 6. Personnel advised of risk of injuries arising from a wide variety of tasks carried out. Employees to follow Safe Systems of work, Standard Operating Procedures and those detailed in the <a href="#">D&amp;S IFCA's Safety Services Booklet</a> . |

<b>Documents Associated with this Risk Assessment:</b>	 RA10 Driving at work.pdf  D&S IFCA Safety Services Booklet  D&S IFCA Lone Working Procedure 21
<b>Review Date:</b>	<b>Reviewer:</b>