



**Risk Assessment - Commercial Volunteer Lone Working Off Site**

Reference No: COM-44119-46  
 Version No: 2  
 Assessment Approver: Kevin 'Kev' Jarvis

Department: Commercial  
 Date Of Assessment: 15 October 2020  
 Review Due Before: 07 March 2029  
 Lead Assessor: Kevin Jarvis  
 Team: Glyn Cornish & John Forkes.

**GWRT volunteer lone working off site**

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S	T	Additional Control Measures	L Overall	S	T	Owner/Action
Health and Safety	Injury or incapacitation whilst working alone Slips, trips, falls, injury or illness leading to incapacitation.	Volunteers & Staff	1) CRITICAL - Engineering: Do not lift heavy items alone above chest height. - Effective 2) CRITICAL - Engineering: If heavy lifting is required ensure that two people are involved - Effective 3) CRITICAL - Engineering: Ensure that the building lighting is switched on and adequate. - Effective 4) CRITICAL - Engineering: Use trolleys to transport items that are too large to carry easily. - Effective 5) CRITICAL - Administrative: Check that a mobile phone signal is available and then use electronic sign-in system that can be tracked and select the 'lone working' option. - Effective 6) CRITICAL - Administrative: Sign in every hour to keep system active and aware of your work. - Effective 7) CRITICAL - Administrative: Always carry a charged mobile phone for communication. - Effective 8) CRITICAL - Administrative: Ensure that a family member or friend is aware of your work activity - Effective 9) CRITICAL - Administrative: Sign in at the storage warehouse and/or make the staff aware of your presence. Sign out at the end of the visit so that staff are aware that you have left. - Effective 10) CRITICAL - Administrative: Before starting work inspect the area for any trip hazards and remove them. - Effective 11) CRITICAL - Administrative: Consider the length of your visit and take any food, drink or medication with you as necessary. - Effective 12) CRITICAL - PPE: Consider wearing gloves and sturdy footwear if appropriate. - Effective	2 x	2 =	4	None	2 x	2 =	4	n/a

**Score and Control Measure Notes.**  
 Low risk if control measures followed.  
 No additional control measures identified.

**COSHH Assessments**

There are no COSHH assessments associated with this risk assessment.  
 Ends