

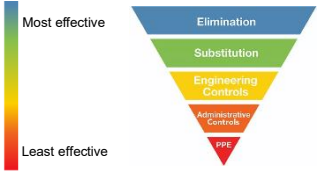
Project:	Lynch Depots, Lone Working	RA No:	43	Review Date
Operation / Task:	All driver, fitter activities	Persons at risk:	All Employees	31/01/2027
Location / Area:	Lynch Depots, Client Sites + Highways	Public at risk:	No	
Monitoring Responsibility:	HSQE Team, Line Manager/Supervisor, Site Management			

KEY

S = Severity Rating

L = Likelihood of Occurrence

RR = Risk Rating



Most effective

Least effective

Elimination

Substitution

Engineering Controls

Administrative Controls

PPE

1. Negligible

2. Minor Injury

3. Major Injury (RIDDOR)

4. Fatality

5. Multiple Fatality

1. Improbable

2. Remote 1 – 10%

3. Possible 10 – 50%

4. Probable 50 – 90%

5. Almost certain 90%+

Severity

5

4

3

2

1

1

2

3

4

5

Likelihood

R Unacceptable risk, plan out or add further controls.

O Acceptable only if no other method viable & with high level controls in place.

Y Acceptable with suitable controls.

G Acceptable, no further action required.

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Lynch driver/fitter activities	<p>Medical fitness: Is the Lone Worker subject to any medical condition that may place them at increased risk when working alone. [Where they may be in doubt refer the Lone Worker to Human Resources or Student Support]</p> <p>Supervision: What arrangements are in place to maintain contact with the Lone Worker.</p>	4	4	16	<ul style="list-style-type: none"> Any Lynch Lone Worker must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their line manager and, if necessary, Occupational Health and own GP. Individuals must not work alone if any such condition is assessed as placing them at increased risk. Any person who requires assistance to get out of the building in an emergency must not work alone. The Lone Worker must comply with the out of hours log in/out arrangements in operation within the building. Set up contact arrangements with family member. <p>Examples include:</p> <ul style="list-style-type: none"> Regular contact by phone - identify who is responsible for maintaining contact with the Lone Worker and how it will be achieved. End of shift contact Periodic site visit to lone worker by supervisor Identification of co-worker to be within visual or audible contact of the lone worker. Signing in arrangements 	4	2	8	HSQE Team Line Manager/Supervisor Site Management

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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

Severity

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Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Lynch driver/fitter activities	Training & Competency. Has necessary information instruction and training been given to the Lone Worker and is the Lone Worker competent to carry out the work alone. Building security: Is the building secure. Access: Is there a safe means of access/egress for the lone worker (consider lighting and personal security issues and means of escape in emergency)	4	4	16	<ul style="list-style-type: none"> Any person authorised to be in the building outside normal hours must be fully competent to carry out the work safely and be fully conversant with emergency procedures. Access to the building is restricted to authorised personnel outside normal hours. In the event that the Lone worker has concerns about security or suspects there is an intruder in the building they must contact the Reid Reception. Entrances in the vicinity of the building and car park are well lit. The Lone Worker should plan how to get to car/public transport after leaving, taking account of potential personal safety issues 	4	2	8	HSQE Team Line Manager/Supervisor Site Management
Lynch driver/fitter activities	Emergencies: Does the Lone Worker have access to emergency warning devices to raise the alarm in event of emergency e.g., fire alarm, motion sensors /manual device (panic alarms). First aid: Are there arrangements in place to deal with a situation where the Lone Worker becomes ill or has	4	4	16	<ul style="list-style-type: none"> Lone Workers must know local arrangements on how respond in event of fire or other emergency. First aiders are unlikely to be present. First aid boxes are available, and contents checked regularly. In the event of a Lone Worker feeling unwell they should if possible, return home or contact the Reid Reception for assistance. The Lone Worker should be aware that heating/cooling in the area may be much reduced unless the business needs for after hours working has been established. 	4	2	8	HSQE Team Line Manager/Supervisor Site Management

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		S	L	RR		S	L	RR	
	an accident? (Access to First aiders and facilities) Welfare facilities: Is there adequate heating, lighting, access to drinking water and toilets. Use of computers and general office equipment				<ul style="list-style-type: none"> Lone Worker should ensure their workstation complies and is set up in accordance with GSA's Display Screen Equipment Procedure and has undergone a DSE assessment. Lone Worker should take regular breaks from DSE work. 				
Lynch driver/fitter activities	Slip/trips/falls. Electrical equipment Work with hazardous substances and or machinery. Single handed lifting or handling of any load that is of such a weight as to cause injury.	4	4	16	<ul style="list-style-type: none"> Lone Worker should ensure their workstation complies and is set up in accordance with GSA's Display Screen Equipment Procedure and has undergone a DSE assessment. Lone Worker should take regular breaks from DSE work. Ensure all office equipment is electrically tested. Electrical cables and plugs visually inspected for damage. Do not interfere with plugs or power supply. Ensure COSHH Safety Data Sheet and COSHH Assessment is read in full and understood. Reduce working exposure level. Use mechanical lifting solutions whenever possible and refer to Lynch document RA11 Manual Handling. 	4	2	8	HSQE Team Line Manager/Supervisor Site Management

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Risk Assessment Prepared By: Paul Lynch **Signature:** **Date:** 31/01/2026

Risk Assessment Reviewed By: Daniela Rizvan **Signature:** **Date:** 31/01/2026

