

This document provides a template risk assessment, with links to the relevant advice notes. It relates to, as well as offering guidance on best-practice,

A risk assessment is the **process** of looking for hazards that have the potential to harm people, in the objects being used, work environment and / or work processes adopted. Some risks are visible; others are only evident and able to be understood when a work task is observed.

The use of a risk matrix will assist you to better understand the *severity* of risk which in turn enables you to prioritise which hazards to address first. A risk matrix considers:

- The *consequence* of the potential harm.
- The likelihood of the harm occurring.

The risk matrix is at the end of this risk assessment

Control Measures

Control measures need to make sure that the risks are reduced so far as is '*reasonably practicable*' and ask what more can be done to control the risk. When identifying controls, you need to remember:

- The more effective the control measures, the more lasting the effect of control.
- At times it may be necessary to implement more than one type of control to effectively manage the risk.
- Sometimes a control cannot be actioned straight away due to costs / resources.
- There may be a need to implement immediate (short term) and medium (long term) controls until such time a long-term solution is implemented.
- Controls should be selected in response to the level of risk posed by the hazards, and the practicability of the control.

Bringing people closer to Jesus Christ through His Church

Catholic Diocese of Portsmouth



Version Number	Changes made	Prepared by	Reviewed by	Approved
0		S. Cripps	H. Foley	





Lone Working Risk Assessment									
Parish / Location					Date Assessed:		Assessed by:		
Task/Activity:					Review Frequency:		Reference Number: GRA -010		
			Risk rating before implementing control measures						Additional Information
Activity/ Task	Hazard/ Risk	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating	Controls Measures in Place	Severity (1-5)	Likelihood (1-5)	Risk Rating
Working in a parish office / in isolated locations	Accident / Injury delayed assistance in an emergency Physical Assault/verbal abuse Cuts / abrasions, Muscular skeletal and other physical injuries	Clergy, Cleaners Volunteers	5	4	20	Someone is always aware of a lone worker Contact numbers are available in the event of overdue contact. Regular contact is maintained with the lone worker. Access to unknown callers is prohibited Key holders are strictly controlled and register kept.	5	2	10
									http://www.hse.gov.uk/pubns/indg73.pdf





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working in a parish office / in isolated locations	Accident / Injury delayed assistance in an emergency Physical Assault/verbal abuse Cuts / abrasions, Muscular skeletal and other physical injuries	Clergy, Cleaners Volunteers	5	4	20	New or expectant mothers, inexperienced employees should not conduct lone working and avoided where practicable. All external doors / windows secured to prevent unauthorised access, Lone workers are trained in the emergency procedures Time spent working alone is reduced so far as is reasonably practicable.	5	2	10



Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost Parish)
4. High (major injury / damage, lost time Parish interruption, disablement)
5. Very High (fatality / Parish closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	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
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three working days
1-5	Low	Whenever viable to do so