

# Lone Working Checklist

The checklist below might be used to identify problems in any workplace, but NCASS members may find it helpful in identifying specific areas where action is necessary to protect lone workers.

Additional copies can be downloaded from the Additional Resources area of the NCASS website.

*There is space left at the bottom of the checklist to allow any other potential problems to be identified and managed.*

Question	Yes/No/NA	Comments/Actions
Are there any special hazards in the workplace/work area?		
Are entry and exit points to the workplace safe and easily identifiable/accessible?		
Is lighting adequate?		
Is there sufficient ventilation?		
Is equipment safe and regularly maintained?		

Question	Yes/No/NA	Comments/Actions
What risks will the worker be exposed to if equipment fails?		
Do activities in close proximity present a risk?		
Can goods be moved safely and is manual handling involved?		
Can hazardous substances, such as cleaning chemicals, be used safely?		
Do workers have adequate PPE and are they trained in its use?		
Is there a risk of violence e.g., cash handled; alcohol consumed etc?		
Have workers been trained in ways to deal with aggression and violence?		
Is the worker medically fit to undertake the designated tasks?		

Question	Yes/No/NA	Comments/Actions
Are workers experienced in their job?		
Have workers been trained to do the job correctly? Is the training updated regularly?		
Do workers have all necessary information about their jobs e.g., the presence of any hazardous substances within the workplace and safe use of equipment?		
Are workers trained in first aid and do they have access to appropriate first aid provisions?		
Are workers aware of the need to report accidents and incidents and the mechanisms for doing so?		
Are there measures in place to manage any risks in travelling to and from work alone, particularly at night?		
Are there appropriate emergency arrangements in place and are workers trained in these?		

Question	Yes/No/NA	Comments/Actions
What arrangement are in place to allow workers to communicate with others in the case of emergency?		
What is the appropriate level of supervision for the work carried out?		
What checks will be made on the wellbeing of workers?		

Question	Yes/No/NA	Comments/Actions



Scan the QR code or visit [ncass.org.uk/safetymanagementsystem](https://ncass.org.uk/safetymanagementsystem) for additional resources.