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| Task/Activity: DS02 - Lone Working – Stores and Depot | Date assessment completed: 26/06/25 | Review Date: 27/06/27 |
| Brief Details of Task/Activity Working alone whilst conducting stores / depot related duties | Assessment completed by: M Treen | Signature: <i>M. Treen</i> |

| What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment | Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc... | What are you already doing to control the hazard? | What further action or additional controls are required (if necessary) | Risk rating (after control measures) | Action by who | Action by when | Date completed |
|---|--|---|---|---|---------------|----------------|----------------|
| Slips trips and falls | Staff, contractors, site visitors may be harmed by bruising fractures or lacerations | <p>Ensure stores, depot and office space is kept tidy and conduct toolbox talks to reinforce importance of housekeeping.</p> <p>Ensure you inform other staff of your whereabouts.</p> <p>Always carry your mobile phone whilst out in the depot.</p> <p>Regular check-ins with staff out In the depot, via phone, and CCTV</p> | | E | | | |

| What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment | Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc... | What are you already doing to control the hazard? | What further action or additional controls are required (if necessary) | Risk rating (after control measures) | Action by who | Action by when | Date completed |
|--|---|--|--|--|----------------------|-----------------------|-----------------------|
| Manual Handling large items | Staff may be harmed by straining muscles, broken bones, crushing or head injuries. | Manual handling training given periodically (Online through Me Learning on Oracle). Instructions given to staff to seek help to lift if required, only lift what you feel comfortable lifting, never struggle. Use two people to move heavier items as required. | | D | | | |
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| CATEGORIES OF LIKELIHOOD | |
|--------------------------|---|
| Highly Likely | Expected to happen/reoccur, possibly frequently. |
| Possible | Might happen/reoccur at some time depends on circumstances. |
| Unlikely | Not expected to happen/reoccur but possible in certain circumstances. |
| Very Unlikely | Would only occur in very exceptional circumstances. |

| CATEGORIES OF CONSEQUENCE SEVERITY | |
|------------------------------------|---|
| Catastrophic | Incident could result in <u>one or more fatalities</u> . |
| Major | Major injury resulting in incapacity, hospitalisation >24 hours. |
| Significant | Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours. |
| Minor | Small cut, bruise, abrasion, basic first aid treatment provided. |
| Negligible | Some discomfort, self help. No treatment required. |

| RISK RATING | | | | |
|---------------------|---------------|----------|----------|---------------|
| | Highly Likely | Possible | Unlikely | Very Unlikely |
| Catastrophic | A | A | B | E |
| Major | A | B | C | E |
| Significant | B | C | D | E |
| Minor | C | D | E | E |

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|------------|---|---|---|---|
| Negligible | E | E | E | E |
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| RISK CLASSIFICATIONS | |
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| A | Unacceptable risk , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced. |
| B | High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible. |
| C | Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short. |
| D | Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further. |
| E | Trivial risk , no further action required but review at regular intervals to ensure controls remain effective. |