



## Risk Assessment for Lone or Home Working

Complete this risk assessment and share it with Wardens or other relevant people.

Name: \_\_\_\_\_

Location of Lone

Working Situation: \_\_\_\_\_

Date of  
Assessment \_\_\_\_\_

Do you ever work in an office or at home alone? ☐ Yes ☐ No

Do you work outside "normal" working hours? ☐ Yes ☐ No

Do you have adequate security provisions at the entrance to your office or home\*? ☐ Yes ☐ No

Is there poor access to the building? ☐ Yes ☐ No

Do you work in a confined space with only one entrance/exit? ☐ Yes ☐ No

\* Visibility of visitors e.g. door peep hole, security-screen doors, alternative (safe) entrance, alternative escape route

### Do you have any existing safety measures in place?

Do you have web cameras or other devices for viewing or speaking to guests? ☐ Yes ☐ No

Do you have any entrance security systems (swipe access, quick release locks) ☐ Yes ☐ No

Is there security lighting around entrances? ☐ Yes ☐ No

Do you use reporting/checking in systems? ☐ Yes ☐ No

Do you have a personal startle alarm and know how to use it? ☐ Yes ☐ No

Do you have any communication (e.g. emergency text) systems that you know someone will respond to? ☐ Yes ☐ No

Do you have access to information/training about basic safety? (see overleaf) ☐ Yes ☐ No

Do you have knowledge-skills on deescalating a tricky situation? ☐ Yes ☐ No

Anything else you have? (Note below)

If "yes" to any of the above, provide details here:

In your opinion, are your safety systems adequate? ☐ Yes ☐ No

If "No", note what modifications or actions are needed below:

**Modifications/Actions:****Further Information and Resources:**

**Suzy Lamplugh Trust** <https://www.suzylamplugh.org> in their “Help and Advice” tag have personal safety advice and Personal Safety and Lone Working Tools, including apps and other devices.

**Royal College of Nursing** has information on Personal Safety when working alone. Much of this advice can be translated into your own setting: <https://www.rcn.org.uk/-/media/royal-college-of-nursing/documents/publications/2016/september/005716.pdf>

**Diocese of Dunedin Website Health and Safety page** <https://www.calledsouth.org.nz/health-safety/> : Has a link to a personal safety video produced by the Suzy Lamplugh Trust: <https://youtu.be/ApfYPvEDSY>

**Safelet NZ** <https://safelet.co.nz/> have a Personal Safety Alarm. The Diocesan Office may be able to assist in funding for this.

**Safety Alarms** – a range of these are available and will make a noise when pulled from a key chain or something else e.g. Sabre alarm <https://www.fitness.net.nz/sabre/>, personal alarms from Etsy [https://www.etsy.com/nz/market/personal\\_alarm](https://www.etsy.com/nz/market/personal_alarm) or Mitre 10 <https://www.mitre10.co.nz/shop/quell-personal-panic-alarm/p/386972>. Purchase of one of these is a legitimate work expense you can claim back.

**Ten Personal Safety Tips for your everyday life:** From (US Based ) Safe Streets: <https://youtu.be/4myMBdBNxwQ>