

# Risk Assessment – Operating Alone / Lone Adult

Name of activity, event, and location	1 <sup>st</sup> Crookham Scout Group  Operating Alone / Lone Adult	Date of risk assessment	17/02/2025	Author	Martin Cair (GLV)
		Date of next review	17/02/2026 or with significant change to activity or conditions	Approver	Alex Bournsell (TB – Buildings)

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<b>General</b> A quick sense check before you start	Individual	<b>Consider:</b> Do you need to be there on your own – can this task wait until someone else can help you? Why is it urgent?  <b>Think about...</b> What will you do if you have an accident – can you raise the alarm? How long will it be before somebody realises you are missing? How long will you have to wait for help?	
<b>Check-in and Check-out</b>	Individual	Make sure someone knows what you are doing and when you have arrived onsite Make sure you inform that person when you leave site If you are expecting to be alone on site for over an hour, consider interim check-ins Keep your mobile phone with you	
<b>Fire –</b> Entrapment, burns	Individual	Smoke alarms are fitted. Escape routes are the emergency doors in both halls, the door in the office, and the main door. Check the escape routes from the area used and ensure these are clear and no locked or obstructed exits. Do not attempt to fight a fire when alone	

You can find more information in the Safety checklist for leaders and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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		Further info on <a href="#">fire safety</a>	
<b>Strangers -</b> Theft, assault	Individual	Shut the compound gates and shut / lock the door on your way in to prevent strangers following, if practical. If you are meeting someone such as a new contractor at an HQ, arrange for another person to join you. Maintain a route to exit the building if necessary. If you are uncomfortable, call someone.	
<b>Slips, Trips &amp; Falls</b>	Individual	Check that the activity/task area is clear of objects likely to cause an increased risk of tripping or slipping or cause injury if someone falls on them.	
<b>Manual handling</b>	Individual	Consider carefully what can be moved safely by only one person. If in doubt arrange to do it later with others.  Use the principles of L.I.T.E. – <b>Load</b> (How heavy is it? Is it unwieldy?) <b>Individual</b> (Can the individual doing the task comfortably do it?) <b>Task</b> (What are they actually going to do? Can it be done by one person? Are they moving a load from or to a high place? Lots of moving?) <b>Environment</b> (Does the weather make it more difficult? Are there doors that need to be opened?) Thinking about it in this way will help you plan any moving or lifting to do it in a safe way. Is it appropriate for someone to do it on their own? Some extra guidance <a href="#">here</a> .	
<b>Maintenance tasks</b>	Individual	Co-ordinate and agree with the Buildings Manager to understand any hazards that may be present – seen or unseen.	

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		<p>If the job cannot be done safely by only one person, make sure someone else is present?</p> <p>Make sure you are aware of any areas you must not access such as lofts, access to areas with asbestos containing materials, or any hidden pipes or wiring. If in doubt, consult the Building Manager.</p>	
Tasks at height	Individual	<p>Can the item be brought to ground level before the task?</p> <p>If ladders are required, do not work alone.</p> <p>Make sure that any access used – ladders, steps platforms – is in good condition</p> <p>Can you get to items/tasks without overstretching and maintaining balance? If not...don't!</p>	
Incident management	All	<p>The first aid kit is in the kitchen</p> <p>An alternative first aid kit used on hikes may be available in the office</p> <p>Report any incidents to the Building Manager and GLV</p>	
See also		See FS120341: <a href="#">Lone working within Scouting</a>	
<p><b>This risk assessment does not cover the specifics of the activity or task being undertaken. A separate assessment must be carried out for that.</b></p>			