

Lone working risk assessment and check-in plan

An assessment of one task or role that someone does by themselves, without close or direct supervision: where and when it is done, who does it, what could go wrong with nobody nearby (violence, sudden illness or injury, the place and its equipment, distance from help), the controls, how the person keeps in touch, what happens when a check-in is missed, the training each person needs and when the assessment is reviewed. HSE says Great Britain has no legal requirement for a separate lone working assessment, but the risks belong in your general risk assessment: this form can be that part of it. Some places set specific rules, such as a written check procedure in British Columbia and a communication system with regular contact in Alberta; section 10 lists what the texts we read say. The form prints no check-in interval, grace period, response time or test frequency: write the ones your own assessment sets, agreed with the person who works alone. Keep medical details out of it. The prompts, the escalation steps and the example lines are ours, to change. A completed form does not show that you comply, and nothing here is legal advice.

1 Assessment details

Organisation	Site, department or team	Assessment reference	Version and date
Assessed by (names, roles)	Workers and representatives consulted (names, date)	General risk assessment this belongs to (ref.)	
Where the work is done (jurisdiction)			
☐ Great Britain ☐ Northern Ireland ☐ British Columbia ☐ Alberta ☐ Other Canadian province or territory ☐ United States (state) ☐ Other			

2 Task and location

Task or role assessed: what is done, with which equipment and vehicles	
Where it is done (tick all that apply)	
☐ Own fixed site ☐ Another employer's premises ☐ A client's or member of the public's home ☐ Remote or rural area ☐ In a vehicle or on the road ☐ At home (homeworking) ☐ Other	
When the person is alone: days, hours, out of hours, late night or early morning, on call	How long a spell alone usually lasts, and the travel to and from it
Phone or radio coverage at the location: checked how, when and by whom; places with no signal	
At another employer's premises: their risks and controls, obtained from (name, date)	A safe way in and out for one person out of hours? ☐ Yes ☐ No ☐ Not applicable
Work that is not done alone in this task (tick, and add your own)	
☐ Confined space entry ☐ Work near exposed live conductors ☐ Diving ☐ Fumigation ☐ Vehicles carrying explosives ☐ Other (from your rules or permits)	

HSE gives the first five as examples of high-risk work where at least one other person may need to be present. Your own law, permit system and assessment decide the full list.

3 Who works alone, and when

Name or role	When alone (pattern)	Experience in the role and of working alone	New, in training or facing new situations? Accompanied until when	Anything that may make the person more vulnerable (only what the person agrees to share)	Fitness to work alone considered? (yes, or advice obtained; no clinical details)
Example: technician A	Example: weekdays, alone at each station	Example: two years in the role	No	Example: none shared	Example: yes, at the annual review

Write no diagnosis, medicine or test result here. Where medical advice was needed, record that it was obtained and where the confidential record is kept. HSE names young, pregnant, disabled and trainee workers among those who may be more vulnerable.

4 Hazards when working alone

Hazard area	What could happen here, to whom and when	Controls already in place	Further controls needed	Risk (your own scale)	Owner and due date
Violence and aggression contact with the public, enforcing rules, cash or valuables, alcohol or drugs, late or early hours, places known for trouble					
Sudden illness or injury a medical condition, fatigue, a fall or cut with nobody to give first aid or raise the alarm					
The place and its equipment equipment or loads that need two people, height, water, machinery, chemicals, animals, heat or cold, a safe way in and out of hours					
Remoteness and access no signal, how long help takes to arrive, finding the person, travel and road risk					
Stress and isolation little contact with a manager or colleagues, long spells alone, on-call nights					
Foreseeable emergencies fire, equipment failure, a vehicle breakdown, bad weather, being locked in or out					
Other (write it)					
Other (write it)					

Use the same scale as your general risk assessment for the risk column; the form supplies none. A row may be marked not applicable, with the reason.

5 Controls and limits

Limits: what the person must not do alone in this task, and when to stop and wait for help
Supervision: how much, and when a supervisor visits or observes (based on the risk)
Equipment the person carries or uses (tick) ☐ Mobile phone ☐ Two-way radio ☐ Satellite device ☐ Alarm raised by hand ☐ Alarm that alerts by itself (for example no movement or a fall) ☐ Vehicle tracking ☐ First aid kit ☐ Torch ☐ Other
First aid: trained in first aid, including on themselves? Kit carried? Nearest first aid facilities

6 Communication and check-in plan

Check-in method (tick)		
☐ Seen in person ☐ Two-way voice (phone or radio) ☐ Message or app check-in ☐ Timer that alerts unless reset ☐ Other		
Main means of contact	Backup if the main means fails or has no coverage	Who receives the check-ins (designated person and deputy)
Check-in at the start of work (when, how)	Check-in interval: from your procedure, agreed with the worker (write it)	Check at the end of the shift or on return to base or home (when, how)
Where each check-in is recorded (log, system), and by whom		Interval agreed with (worker, representative or committee) and date

The form prints no interval. HSE speaks of pre-agreed intervals of regular contact and a reliable way to confirm the person is back; British Columbia requires the interval in a written procedure, set with the worker and the joint committee or representative, plus an end-of-shift check; Alberta asks for contact at intervals that suit the hazard. Agree what counts as a check-in, so a missed one is not argued about.

7 Escalation if a check-in is missed

Step	Action (our wording; change it)	When (from your procedure)	Who (role, name, deputy)	Contact details
1	Try to reach the worker by every means in section 6			
2	Contact the place the worker should be (client, site, a colleague nearby); check the last known location			
3	Tell the named manager, who decides whether to send someone or call the emergency services			
4	Send a person to the location or call the emergency services, with the information below			
5	Rescue, where the task needs it (who carries it out, with what equipment)			
6	Close the event: how the worker was found, why the check-in was missed, what was recorded			

Information to give responders: last known location and route, vehicle and registration, the task and its hazards, what the person carries, any medical needs the person has agreed to share

How an alarm raised by mistake is cancelled, by whom, and how it is recorded

Last test of this procedure and the means of contact (date, how, result)

Next test (from your procedure)

Missed check-ins and alarms. One line for each, including those that turn out to be nothing: the pattern of reasons shows whether the interval, the coverage or the method needs to change.

Date and time	Person	What happened (missed check-in, alarm, no coverage)	Steps used (1 to 6)	Outcome and reason	Recorded by
<i>Example:</i> 2026-10-20 15:40	<i>Example:</i> technician A	<i>Example:</i> no check-in on leaving a station	1, 2	<i>Example:</i> safe; the phone had no signal in the building	<i>Example:</i> control room

8 Training and fitness

Name or role (include the people who receive check-ins)	Check-in and escalation procedure	Personal safety or conflict resolution (if needed)	First aid, including on oneself (if needed)	Using the device or system	Judging risks on the spot (if relied on)	Refresher due
<i>Example: control room operator (receives check-ins)</i>	2026-10-16	Not needed	Not needed	2026-10-16	Not needed	At the review

Write the date of each course or briefing, or not needed. Where workers are expected to judge risks on the spot, HSE says they need training to do it and support for their decisions, and that it does not replace this assessment.

9 Review and sign-off

Review this assessment when (tick)

- ☐ Reason to think it is no longer valid
 ☐ Significant change to the task, place, people or equipment
 ☐ After a missed check-in, alarm or incident
☐ A report that the procedure is not working
 ☐ A new person starts working alone
 ☐ On the date your procedure sets

Review date	Why it was reviewed	What changed (or no change)	Reviewed by

Role	Name	Signature	Date
Assessor			
Manager who approves the plan			
Person who works alone (has read the plan and agreed the interval)			

10 What the texts we read say (read on 21 October 2026; check the current text)

Where	Text	What it asks for (in our words)
Great Britain	Management of Health and Safety at Work Regulations 1999, regulation 3	A suitable and sufficient assessment of the risks to employees and others, reviewed when there is reason to think it is no longer valid or after a significant change. An employer with five or more employees records the significant findings and any group found to be especially at risk.
Great Britain	HSE, Protecting lone workers, INDG73(rev4), 2020, and HSE's web guide	No separate lone working assessment is required, but lone working risks go into the general assessment, with workers involved. Supervision follows the risk; keep in touch and respond to incidents; contact may use pre-agreed intervals, alarm devices and a system that confirms the person is back; test these and the emergency procedures regularly. Some high-risk work may need at least one other person present.
British Columbia	OHS Regulation, sections 4.20.1 to 4.23	Identify hazards before assigning work alone and eliminate or minimise them. A written procedure for checking well-being gives the interval between checks and what to do if the worker cannot be contacted, including emergency rescue. A designated person makes contact and records the results; there is also a check at the end of the shift. The procedure and its intervals are set in consultation with the joint committee or representative, and the intervals with the worker. The worker and the checker are trained. The procedure is reviewed at least annually, and sooner after a change or a report that it is not working.
Alberta	OHS Code, Part 28, sections 393 and 394	Working alone, where help is not readily available, is a hazard for the Code's hazard assessment. The employer provides an effective radio, phone or other electronic communication system with regular contact at intervals that suit the hazard; where that is not practicable, the employer or a designate visits, or the worker makes contact, at such intervals.
United States	OSH Act, section 5(a)(1); 29 CFR 1915.84	We found no OSHA standard on lone working across all industries (eCFR search, 21 October 2026); the general duty to keep the workplace free from recognised hazards likely to cause death or serious harm applies. In shipyard employment, an employer accounts for each employee working alone by sight or voice at regular intervals suited to the job and at the end of the job or shift. A few other standards deal with working alone in specific tasks.

Northern Ireland, the other Canadian provinces and territories, US state plans and other countries have their own rules, which were not read for this form. Write the rules that apply to your work, with their source, in your own procedure.