



Combe Mill Society - Risk Assessment

Activity: Lone Working

Risk Assessment undertaken by: PH

Assessment Date	22 March 2023	Certification	The contents of and conclusions drawn in this Assessment are the responsibility of the DRS and are certified as meeting the requirements of the Combe Mill Society for display on the web site
Next review date:	1 March 2024		
Date of last review:	Not applicable: new version		
Assessment Ref:	RA12_v3_LoneWorking		

Abbreviations used in this risk assessment

Where an action or reference applies to a specific person that person is referred to by his or her initials. Persons featuring in this assessment are:

- PH, Philip Hawtin

Where an action devolves on a post holder the following abbreviations are used:

Abbreviation or Name	Meaning
HTA	Head of the relevant Technical Area or a Proficient Person approved to take that HTA's place.
Lone Worker	A person working in isolation at the Mill. The term embraces, according to context, both Single Workers and isolated workers in an otherwise occupied Mill. Lone Worker is the generic term used by the Health and Safety Executive.
QNA	Quantified assessment Not Applicable: the actual levels of Risk will vary across the various Tasks.
Project Manager	A person appointed by the Board to manage a specific large Project
RA	Risk Assessment
Single Worker	A person working alone at the Mill. A subset of the more general Lone Worker

*Residual Risk (RR) =H x P



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Abbreviation or Name	Meaning
The Society	The Combe Mill Society

Warning The dangers posed by Lone Working at the Mill are spelt out in Hazard 1 of this Risk Assessment. The Assessment is written in terms of controlling the risks faced by Members and Volunteers who come into the Mill in order to undertake work on behalf of the Society. It also covers work that appropriate HTAs have determined must not be done on a Lone Working basis.

A small number of members are required to be at the Mill for reasons that do not fit the lone working arrangements. They are the members who have access to the key press and consequently to the various buildings at all times. The reasons for these visits are many and varied. These responsibilities require a flexible approach.

Any person proposing to enter the Mill alone for a purpose that is not covered by this Risk Assessment are urged in his/ her own interest to take, as a minimum, the following steps:

- Before leaving home: nominate an external contact, establish a communication link, set an expected time of return and agree what contacts there will be during the absence.
- Consider taking a mobile phone with you.
- Never use the lift when alone at the Mill.
- Never, except in an emergency, undertake work that should have been covered by the present Risk Assessment.

Remember the Mill is very isolated and, if you were trapped, it could be days before you were found. **Stay safe.**

Philip Hawtin
Director Responsible for Safety

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Notes

Exclusion of Employees: The Risk Assessment below has been prepared on the basis that The Society has no employees and by extension has no Self Employed Employees.

Project Management Responsibilities: In certain cases large projects are controlled by a Project Manager appointed by the Board rather than by an HTA. In such cases, in all relevant parts of this Assessment responsibilities attributed to the HTA should be read as applying to the Project Manager.

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Hazard (1)	Who might be harmed (2)	Consequence of Hazard (H) and associated uncontrolled Risk. (3)	Risk from matrix* (4)			Control Measures adopted or required to make the Residual Risk Rating acceptable (5)	Residual Risk
			H	P	Risk		RR*
1. Hazard posed by isolation	Any person alone in the Mill	Unacceptably large increases in the level of Harm due to lengthy delay in obtaining assistance.			QNA	1) The dangers posed by isolation apply to all Lone Workers 2) The key issue is that any individual alone in the Mill and suffering an accident or succumbing to ill health must deal with the situation himself / herself until help arrives. (See Hazard 4). 3) Lone Workers are required to set up more formal arrangements in accord with the procedures in MS12. The latest version of this is available on the web site. 4) All Lone Working must be covered by a Risk Assessment (see Hazard 4)	QNA

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2. Hazard posed by use of lift	Any person alone in the Mill	In the event of a lift failure, the doors cannot be opened from the inside and there is no mobile signal in the lift shaft. A person trapped in the lift would be trapped until another person came to the Mill. It follows that the potential level of Harm is Extreme and the Probability Possible. The Risk is Substantial and Unacceptable	5	3	5 X 3 = 15	<p>1) Every Lone Person is told that under no circumstances are they to enter the lift Observation of the ban removes the hazard</p> <p>2) Lone Workers are also warned that if a second person turns up the ban is not lifted but is replaced by a more general restriction. Namely</p> <p>a) that under no circumstances are all the persons present to enter the lift at the same time</p> <p>b) One or more persons NOT travelling in the lift must know how to lower the lift after a failure and how to open the doors manually.</p> <p>c) In the absence of the reassurance in item b, the lift must not be used.</p> <p>3) Strictly applied this latter rule removes the Possibility of an Extreme event and substitutes an Unlikely one of Moderate Harm leading to a Tolerable Residual Risk.</p> <p>4) The rules on Lift use are widely promulgated.</p>	3 X 2 = 6

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			H	P	Risk		RR*
3. Persons allowed to undertake Lone Working: Effect of Isolation	Lone Worker	Serious increase in the Harm caused by the incident			QNA	1) A member or Volunteer is only allowed to undertake Lone Working with the permission of the HTA of the relevant Technical Area. 2) Proficient Persons in the Technical Area concerned are deemed to have this approval. 3) All Lone Workers must comply with the requirements set out in MS12. An up to date version of MS12 is available on the website.	QNA
4. Failure to have a Task based Risk Assessment	Lone Worker	Unacceptable increase in the overall Risk			QNA	1) All Lone Working must be covered by a Risk Assessment. In many cases this need will be met by this Assessment and an existing RA (for example those covering the Beam Engine or the small engines) 2) Where a suitable RA does not exist, it is the responsibility of the Lone Worker to produce one before the work is started. 3) MS12 contains further details.	QNA

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5. Failure of a ban on Lone Working.	Lone Worker	The HTAs of several Technical Areas have identified operations that cannot be carried out on a Lone Worker basis. Breach of the ban could well increase a Moderate level of Harm to Fatal.			QNA	1) A person intending to undertake Lone Work is responsible for determining if the proposed activity is on the banned list 2) There is a partial list in MS12 3) The ban is absolute and the proposed work can only take place when at least 2 persons are present at the Mill 4) MS12 makes clear that the safety of a person working alone at the Mill lies in the arrangements that he/ she makes to maintain contact with outside world.	QNA

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6. Inadequate supervision of Lone Workers	1) Lone Working member or Volunteer	1) The Society has a duty to determine what if any supervision is needed.			QNA	1) The HTA must determine what if any supervision is required and, if there is a need, arrange for it to be provided.	QNA
	2) Lone Working contractor	2) The contractor has a duty to determine what if any supervision is needed.			QNA	2) All contractors are required to prepare their own Risk Assessment and Method Statement and submit it to The Society on demand. If the Assessment requires Lone Working the contractor is responsible for determining how the necessary supervision will be provided and to inform The Society of the arrangements.	QNA

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Risk Rating Matrix

		Probability of Occurrence (P)				
		Very Unlikely	Unlikely	Possible	Likely	Very likely
Consequence of Incident expressed as the resulting "Severity of Harm" (H)	Negligible	Trivial (1)	Trivial (2)	Trivial(3)	Tolerable(4)	Tolerable(5)
	Minor	Trivial(2)	Tolerable(4)	Tolerable(6)	Moderate(8)	Moderate(10)
	Moderate	Tolerable(3)	Tolerable(6)	Moderate(9)	Moderate(12)	Substantial(15)
	Major	Tolerable(4)	Moderate(8)	Moderate(12)	Substantial(16)	Very serious(20)
	Extreme	Moderate(5)	Moderate(10)	Substantial(15)	Very serious(20)	Very serious(25)

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Guidance on Interpretation

Parameter Level	HSE Descriptor	Meaning
Severity of Harm (H)		
1	Negligible	Postulated event not expected to lead to noticeable harm.
2	Minor	Level of harm that could lead to an injury that needs first aid treatment at the Mill
3	Moderate	Level of harm that could lead to an injury that requires professional help
4	Major	Serious medical injuries: for example broken limbs, a period of unconsciousness, admission to a hospital or the need to report the incident to a Regulatory Body.
5	Extreme	Harm that could lead to death or life changing permanent injuries
Probability of Occurrence (P)		
1	Very Unlikely	Not more than once in 10 years
2	Unlikely	Not more than once a year
3	Possible	Over 1 but not more than twice a year
4	Likely	Over 2 but not more than 4 in a year
5	Very likely	Almost certain to appear: the occurrence often overlooked as being a 'normal everyday occurrence'.

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Further Typical Measures that may be required to make the Residual Risk Acceptable

Risk R	Trivial	Tolerable	Moderate	Substantial	Very serious
Comment	Residual Risk (RR= 1 to 3) The risk is effectively non-existent and is acceptable as it stands.	RR = 4 to 6 The risk is adequately controlled but consider any justifiable minor additional measures	RR = 5-12 Additional controls should be considered where possible. The risk may or may not be adequately controlled.	RR=15-16 The risk is not adequately controlled: set out steps that must be taken before execution of operation can be approved	RR=20-25 The risk is not adequately controlled: the operation is unacceptable and an alternative means for achieving the objective must be sought.

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