stand2

FREE TEMPLATE

PERSONAL SAFETY · LONE WORKING

Dynamic Risk Assessment

A doorstep checklist for anyone who works alone or meets the public. Assess the person, the place and your own position, then decide whether to **continue, adapt or withdraw**.

01	02	03	04
Before you go	**On arrival**	**Decide**	**Afterwards**
Plan and prepare	Assess, then go in	Continue, adapt or withdraw	Record and review

NAME	DATE	TIME

ADDRESS OR LOCATION	VISIT REF

01 BEFORE YOU GO
Plan for the visit

Most risk can be spotted before you knock on the door. Tick each one when it's done.

- ☐ Read the written risk assessment, and any warnings or history for this address
- ☐ Agree a check-in time, and what happens if you miss it
- ☐ Plan where you'll park: facing out, well lit and close to your exit
- ☐ Tell someone where you're going, who you're seeing and when you'll be back
- ☐ Charge your phone and save your lone worker or emergency contact
- ☐ Ask whether this should be a joint visit, or happen somewhere else

02 ON ARRIVAL

Assess before you go in

Pause at the door. A tick in the red **Yes** column is a reason to adapt or withdraw.

The person	NO	YES
Distressed, angry or agitated	☐	☐
Signs of alcohol or drug use	☐	☐
Raised voice, threats or swearing	☐	☐
Body language changing: fists, pacing, squaring up	☐	☐
Someone else present or arriving	☐	☐

The place	NO	YES
Exit hard to reach, or not clear	☐	☐
Your way out could be blocked	☐	☐
Items within reach that could be used as a weapon	☐	☐
Dogs, poor lighting or trip hazards	☐	☐
No one would see or hear you	☐	☐

↔ Your position

Tick each one before you go in. Distance and an exit give you time to think.

	DONE
Two arm lengths or more between you and them	☐
You're nearest the door, not cornered	☐
Phone on you, not in your bag	☐
You know your code word or alarm	☐
You feel OK about going ahead	☐

03 DECIDE

Continue, adapt or withdraw

Tick the decision you made. Leaving early is a professional decision, not a failure.

☐ Continue

Low and stable risk

- Carry on with the task
- Watch for any change
- Stay near your exit

☐ Adapt

Something has changed

- Increase your distance
- Change position or task
- Get support, or rearrange

☐ Withdraw

You feel unsafe

- Make an excuse and leave
- Get to safety, then call
- In immediate danger: 999

! **Trust your instincts.** If something feels wrong, you don't need proof to step back. You can always come back another day, with a colleague or somewhere safer.

04 DURING THE VISIT

Keep reassessing

A dynamic risk assessment doesn't stop at the door. Stop and decide again if:

- Voices are raised, or threats are made
- Alcohol or drugs come into it
- A weapon, or something used as one, appears
- You're asked to go somewhere less safe
- Someone else arrives or enters the room
- Your exit becomes blocked
- Your boundaries aren't respected
- Your gut tells you something has changed

> **Distance is your friend.**
> Two arm lengths is a useful start: every metre buys you time to think and act.

05 AFTERWARDS

Record and review

Write it down while it's fresh, so your manager can review the written risk assessment.

WHAT CHANGED, AND WHAT DID YOU NOTICE?

WHAT DID YOU DECIDE, AND WHY?

WHO DID YOU TELL, AND WHEN?

INCIDENT REPORT REFERENCE

DOES THE WRITTEN RISK ASSESSMENT NEED REVIEWING? ☐ Yes ☐ No

SIGNED

DATE

Make it second nature.

Our lone worker safety and conflict management courses practise dynamic risk assessment through realistic scenarios, at your site.

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This checklist supports your employer's written risk assessment; it doesn't replace it. Follow your organisation's lone working policy.