

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

LONE WORKING

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Shardlow Primary School

Date of Assessment 01.09.2022

Date of Issue

Assessment carried out by

K Magner

Signature



Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients

Staff ☒

Visitors

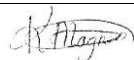
Contractor ☒

Others (specify)

Name of Manager confirming and agreeing Assessment:

K Magner

Signature:



The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Use of powered equipment (machinery / tools etc.)	Staff are made aware of all dangerous machinery which they must not use as Lone Workers.	Y	KM	➤		
	Specific Risk Assessments for the use of other electrically / mechanically powered tools and equipment carried out.	N/A				
	Staff who are using powered equipment as lone workers are made aware of the findings of these risk assessments and are trained and competent to use the equipment.	N/A				
	A system for regularly checking the well being of lone workers using powered equipment is in place and all involved know their role.	N/A				
	Lone workers using powered equipment have access to first aiders / first aid kits and a means of summoning help.	N/A				
	All powered equipment to be used by lone works is properly guarded and has been suitable maintained and tested by a competent person and records kept.	N/A				
	All lone workers are aware the equipment must be checked/visually inspected by them prior to work commencing.	N/A				
	Lone workers are instructed not to use any defective equipment and to report this immediately for remedial action.	N/A				
Dealing with members of the public ➤ At the workplace	Staff instructed to avoid meeting people as a lone worker wherever possible.	Y	All staff			
	Stipulate people will only be seen by appointment or between certain hours where possible. Restrict these times to times when there is more than one person on the premises.					
	Staff will not meet people in an establishment outside normal hours unless pre-planned and other people are present at these times and are instructed how to react in an emergency.					
	Where possible meet with members of the public in an area where other people are working / passing.					
	Where privacy is required an interview room adjacent to a staffed area which has a good visibility will be used.	Y	All staff	- Meetings in HT office (or other rooms which do not have good visibility) must be completed with more than one staff member present.		

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Dealing with members of the public (cont.) ➤ At the workplace	Where an interview room is provided it will be properly set out and staff will be given full instructions on how to use it. A means of summoning help will be established and all staff will be made aware of how this works and how to respond should the alarm be raised.	Y	All staff			
	Where an interview room is not available, staff likely to deal with members of the public are suitably informed and instructed on where to do this and how the area should be set out/used.					
	Staff who deal directly with members of the public are trained in personal safety and conflict resolution.					
	A system for checking the well being of staff meeting members of the public periodically, especially where a meeting goes past the estimated finish time is in place.					
	Establishment specific guidance is drawn up and communicated to staff.					
	Specific individual Risk Assessments are drawn up for known high risk clients.					
Dealing with members of the public (cont.) ➤ away from the workplace, e.g. home visits	A documented system for home visits that all staff are aware of and have been instructed on is in place.	Y	All staff			
	Staff only to go on visits which are pre-arranged.	Y				
	Staff must leave a written record at base with the following information: where they are going throughout the day, who they will be meeting, estimated time of return to base, contact numbers throughout the day where they can be reached/message left.	Y				
	Staff who are to go home after their last visit must either contact their base or by arrangement a colleague to inform them that they have left the appointment.	Y				
	Staff are required to 'report in' to base at pre-arranged times.	Y				
	A procedure which all staff are aware of is in place to follow up on any instances where staff do not report in within a set time after their pre-arranged time. All staff know their roles within this system.	Y				

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Dealing with members of the public (cont.) ➤ away from the workplace, e.g. home visits	Staff provided with an appropriate means of communication (eg mobile phones, 2 way radio or phone cards or similar) and made aware of any known mobile telephone/radio 'dead zones' where equipment will not transmit or receive signals.	Y	All staff	➤		
	Communications equipment is appropriately maintained and checked by staff prior to any home visit to ensure it is functioning correctly.	Y				
	Communication equipment will be fully charged and where appropriate spare batteries will be provided.	Y				
	The first meeting will occur in the office or at a neutral venue controlled by the employer whenever possible.	Y				
	Where the first meeting with a new client has to be a home visit, then two staff will make the initial visit.	Y				
	Ground rules for any home visits are established with the client. If breached the staff involved will end the visit.	Y				
	Before any new home visits, members of staff will gather all relevant information relating to the client from all appropriate agencies who may have worked with the client.	Y				
	Other sections and agencies working with the client will always be asked to provide any relevant information relating to new a new client.	Y				
	Information on all clients will be maintained and available so staff have access to it (in accordance with the Data Protection Act).	Y				
	No staff will be forced to carry out visits that they are uncomfortable with.	Y				
	Staff will carry proper identification during home visits.	Y				
	Staff are instructed that they must never carry out ad-hoc visits they must always follow the pre-arranged documented visit schedule.	Y				
	Staff instructed on safety precautions to take when entering and working in a clients home.	Y				

Work at Height	Staff instructed that they must not work at height as lone workers. (NB any staff working at height should be aware of the risk assessment for this activity).			➤		
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What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Work in confined spaces, e.g. bunkers, service ducts manholes	Staff must not enter confined spaces as lone workers. (NB only trained and competent persons should enter confined spaces using a safe system of work and permit to work system where applicable).	Y	All staff	➤		
Hazardous Substances	Use of hazardous substances is avoided where possible.	Y	All Staff	➤		
	Any hazardous substances used will only be used in accordance with COSHH Assessment.	Y	All staff			
Assault ➤ Lone working in office	Ensure building is secure to prevent unauthorised access.	Y	HT/ CT	➤		
	Park vehicles close to entrance / exit so they can be easily reached at the end of work period.	Y				
	Entrances / Exits well lit.	Y				
	All shrubs/bushes around entrances / exits to be trimmed to avoid hiding places.	Y				
	External doors to be easily locked by person leaving to ensure they do not spend long periods with their back to the outside locking doors.	Y				