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| RISK ASSESSMENTInsert School Name | **Lone working** * Those who work in an otherwise unoccupied part of the building
* Those who work in an isolated part of school grounds
* Those that work during school holidays or outside normal school hours
* Those responding to an alarm call out after normal school hours
 | Insert school logo - optional |
| **Assessment completed by:**  | **Date Completed:** |  |
| **PRINT NAME:**  | **Next Review Date Due:** |  |

| **Hazard / Risk** | **Who is at Risk?** | **How can the hazards cause harm?** | **Normal Control Measures** | **Are Normal Control Measures** *Y/N/NA* |
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| **In Place** | **Adequate** |
| Lone working general | School staff or contractor lone working | Slip/trip/fall, accident or illness leading to an injury | * The lone working that is undertaken by the staff has been identified and is contained in the list above.
* School lone working policy in place.
* Where possible the need for lone working has been eliminated by considering each lone working activity and identifying those tasks that should be undertaken by more than one person. (These tasks do not need to be assessed.)
* Staff with specific medical conditions have been identified and they have specific measures for them.
* New staff are briefed on the safety precautions that they are expected to follow if they are lone working to ensure that their location is known and that they are monitored.
* The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.
* Only agreed tasks are to be undertaken avoiding high risk activities, i.e. working at height.
* Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
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|  |  |  | * Staff should activate the door security system when lone working and ensure that areas of the school not in use are kept secure.
* Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
* Staff should seek the permission of the Headteacher to work alone in the building outside normal school hours for example weekends.
* School Business Manager to monitor lone working arrangements
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| Working in unoccupied areas of the school | School staff or contractor lone working | Slip/trip/fall, accident or illness leading to an injury | * The school is open from 7am to 7pm for staff to access the building. There is always a member of the site team on duty to lock up during these times.
* Staff do not carry out high risk activities when working alone in the building for example – working at height.
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| Those working in boiler/tank room | School staff or contractor lone working | Slip/trip/fall, accident or illness leading to an injury | * People working in a remote part of the school (including contractors) are monitored hourly either in person or mobile phone.
* Contractors are encouraged to have their own lone worker monitoring system of regular check calls and have provided a risk assessment that confirms their monitoring arrangements
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| Working in unoccupied areas of the school grounds | School staff or contractor lone working | Slip/trip/fall, accident or illness leading to an injury | * Staff notify someone that they are working in the school grounds and report back in when they return.
* All contractors to sign in at the main reception.
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| Working in schools holidays or outside normal school hours | School staff or contractor lone working | Slip/trip/fall, accident or illness leading to an injury | * Prior to each holiday the School Business Manager or Site Agent will email all staff the school opening days and times in the school holidays.
* All staff coming in to work during the school holidays should only use the main school entrance to enter the building.
* The member of staff should use their security fob to swipe in so the security system recognises that they are in the building.
* There is access control to ensure that only permitted people gain access to the building whilst it is being used by a person on their own.
* In addition all members of staff should sign in at reception and record the room they are working in and what they will be doing and their mobile telephone.
* If staff are wishing to do their classroom displays they should try and buddy up with another member of staff when doing this work.
* Non site staff should only use a step stool for display work and should not stand on chairs or tables.
* Staff should sign out at the end of the day. The Site Agent should check the book and ensure have all signed out at the end of the day.
* If staff rely on mobile phones they must ensure that their network has good reception within school.
* All contractors sign in during school holidays.
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| Locking up/unlocking | School staff or contractor lone working | Slip/trip/fall, accident or illness leading to an injury | * The Site Agent should establish their own checking in and out system with either family, friends or work colleagues
* The SBM or Headteachers mobile will be provided to their family in case of an emergency.
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| Responding to an alarm/call out | School staff or contractor lone working | Slip/trip/fall, accident or illness leading to an injury | * Security company to respond to all alarms outside school hours.
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| Staff going off site to meetings/ visits in homes etc(see separate risk assessment) | School staff or contractor lone working | Slip/trip/fall, accident or illness leading to an injury | * There is a system in place to ensure that the location of staff visiting premises is known e.g. diary systems
* Where ever possible meetings with parents/guardians are held in the school
* Risk assessment is completed for a home visit to check for history of violence and aggression
* A system is in place for checking in after meetings with school office
* Details of address being visited is recorded
* If staff have access to panic buttons or devices they are aware of how to use these and where they are located
* If staff rely on mobile phones they must ensure that their network has good reception.
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| Inadequate monitoring of lone workers | School staff or contractor lone working | Slip/trip/fall, accident or illness leading to an injury | * Site team to check all staff and contractors have left at the end of the day
* Procedure in place for lone worker failing to report in after a visit.
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| **Additional Control Measures***(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom***(list the name of the person/people who have been designated to conduct actions)* | **Action by When***(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed***(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
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| **Reviewed by:****Signature:** | **COMMENTS:***Record any comments reviewer wishes to make. Including recommendations for future reviews.* |
| **PRINT NAME:** |

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| **RESIDUAL RISK RATING** | **ACTION REQUIRED** |
| **VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring** | **The activity must not take place at all.** You must identify further controls to reduce the risk rating. |
| **HIGH (H) Possibility of fatality/serious injury occurring** | You must identify further controls to reduce the risk rating.Seek further advice, e.g. from your H&S Consultant |
| **MEDIUM (M) Possibility of significant injury or over 7 day absence occurring** | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| **LOW (L) Possibility of minor injury only** | No further action required. |