



RISK ASSESSMENT

Risk Assessment for:	Lone Working	Prepared by:	H&S Co-ordinator– S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL & AVENUES SITE	Date of Assessment	October 2022
		Review Date:	October 2024

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
In the building alone pre-school hours & post-closing school hours	Staff	Lone working in the school delayed first aid in an emergency. Staff may be / become anxious.	Med - 10	Security door system in place. The staff member is competent, confident, and sound to deal with requirements of the job and being solo in school. Lone worker to carry a phone when solo in the building.	Lone worker to communicate with SLT of any concerns.	Low - 5
Short periods of lone working on the minibus	Staff, third parties	Driving bus for MOT's / service and being lone working delayed first aid in an emergency. Staff may be / become anxious.	Med - 10	Minimal periods of lone working. Sign bus keys in and out, sign in & out of school to account for times and where staff are. The staff member is competent, confident, and sound to deal with requirements of the job and being solo in school. Lone worker to carry a phone when solo using the minibus.	First aid kit on the minibus.	Low - 5
Short periods of lone working at height	Staff, third parties	Fall and delay in getting first aid in an emergency.	Med - 16	Lone worker must have ladder use training and where necessary work as a pair. Lone worker not to use a ladder when other people are not in the building. Lone worker advised to verbally inform someone else of there ladder use.		Low - 8

RISK ASSESSMENT

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Short periods of lone working in poor weather conditions	Staff	Slips, trips or falls, delay in getting first aid in an emergency.	Med - 16	Lone worker advised not to work in poor weather conditions. If necessary, in an emergency PPE must be used.		Low - 8
Contractors	Staff, Learners, third parties	Contractors being left unattended or no supervision plan in place opens contractors up to varying allegations and in turn unnecessary stress.	Med - 16	Sign in upon arrival & sign out on departure. Responsible person to supervise the contractor or organise plan of supervision of the contractor and the work in hand. Regular checks.		Low - 1
Violence in the workplace	Staff	Being exposed to violent situations.	Low - 6	Minimal periods of lone working. Security door system in place. No contact with public when solo staff member is lone working.		Low - 3
Lone working general	Staff	Stress, mental health concerns and compromising staff wellbeing.	Med - 10	Minimal periods of lone working. Mental health first aiders on hand in school for support and advice. Inhouse training to support good mental health and wellbeing. Personalised risk assessments to support staff's work life. Lone workers have access to SLT/management phone numbers to raise concerns and can contact 'duty SLT' throughout the school holiday.		Low - 5
Working from home	Staff	Prolonged working from home causing Isolation, anxiety, and poor production of work.	Med - 10	Lone worker trained in moving and handling and health and safety. Inhouse training to support good mental health and wellbeing. Open access to school email system, telephone, SLT.		Low - 5

RISK ASSESSMENT

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Home visits	Staff	Staff being exposed to uncomfortable situations causing stress and anxiety. Travelling	Med - 10	Minimal periods of lone working. School electronic calendar entries to account for times and where staff are. Lone worker to carry a phone when solo for home visits. Lone worker to fill out a 'home visit form' which is active in reception until the worker has either returned to school or informs school they have finished work. Lone worker to take a schools first aid bag with them on home visits – collected from and returned to reception.		Low - 5
Car park traffic monitor	Staff, third parties	Managing the traffic flow at the beginning and after school may cause an impact injury. Heightened level arousal of job role may cause stress.	Med - 16	Radio contact used by traffic monitor & school office – request of support available. Rota system so workload is shared. PPE - High visible vest always worn during duty. Refer to school clothing policy for suitable footwear. Good communication skilled used.		Med - 8
<p>High likelihood of risk – Likely to occur immediately or in the near future Medium likelihood of risk – will occur in time if no preventative action is taken Low likelihood of risk – Remote or unlikely to occur</p>						

Date Reviewed	Comments
October 2022	Initial assessment
	Annual update