


**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: LONE WORKING**

**PART 1 : ADMINISTRATIVE DETAILS**

<b>Section/Establishment Name: Charlesworth Primary School</b>			
Date of Assessment	21.09.20	Date of Issue	21.09.20
Assessment carried out by	Neil Flint	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:	NEIL FLINT (HEADTEACHER)
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
B Howard					
K Barton					
J Streeter					
R Horner					
E Hampson					
H James					
C Brennan					
J Rayson					
J Davies					
M Medeley					
K Collier					
S Woodworth	<i>Absent due to ill health</i>				
C Kinnersley					
P. Denton	<i>Absent due to ill health</i>				

# 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
<b>Dealing with members of the public</b> ➤ <b>At the workplace</b>	Staff instructed to avoid meeting people as a lone worker wherever possible.	✓	Staff	➤ Need to share RA with Lone Working Policy		
	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			
	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.	✓	Staff			
	Where possible meet with members of the public in an area where other people are working / passing.	✓	Staff			
	Where privacy is required an interview room adjacent to a staffed area which has a good visibility will be used.	✓	Staff			
	Staff instructed to avoid meeting people as a lone worker wherever possible.	✓	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			
	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.	✓	Staff			
	Where possible meet with members of the public in an area where other people are working / passing.	✓	Staff			
	Where privacy is required an interview room adjacent to a staffed area which has a good visibility will be used.	✓	Staff			
	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.	✓	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			
	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.	✓	Staff			

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
<b>Dealing with members of the public (cont.)</b> ➤ <b>At the workplace</b>	Establishment specific guidance is drawn up and communicated to staff. Specific individual Risk Assessments are drawn up for known high risk clients.	✓ ✓	Staff Staff	➤ Need to have instructions for dealing with abusive or aggressive members of the public. ➤ Need to organise assertiveness/personal safety training for staff		
<b>Work at Height</b>	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).	✓	Staff	➤		
<b>Hazardous Substances</b>	Use of hazardous substances is avoided where possible. Any hazardous substances used will only be used in accordance with COSHH Assessment.	✓ ✓	Staff Staff	➤		
<b>Assault</b> <b>Lone working in office</b>	Ensure building is secure to prevent unauthorised access. Park vehicles close to entrance / exit so they can be easily reached at the end of work period. Entrances / Exits well lit. All shrubs/bushes around entrances / exits to be trimmed to avoid hiding places. 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.	✓ ✓ ✓ ✓ ✓	Staff Staff Staff Staff Staff	➤		