



THE RACKHAM
C OF E PRIMARY SCHOOL

Lone Working Risk Assessment

Date: October 2023

SERVICE AREA / TEAM		The Rackham C of E Primary School				
ACTIVITY / TASK		Lone Working				
COMPLETED BY & DATE		Jenny Adams – Oct 23				
REVIEW DATE		October 2025				
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Working at Height	Caretaker Falls, Cuts / abrasions, muscular skeletal and other physical injuries	<p>Avoid if possible: use contractor Caretaker undertaken working at height training – advised that working at height should not occur when lone working</p> <p>Work at height risk assessment Review equipment provided: is it appropriate</p> <p>Manual Handling Training</p> <p>Staff aware of emergency procedures</p> <p>Reduce time spent working alone so far as is reasonably practicable. Notify staff on site of location / estimated duration of task if working on site remote from others.</p>	Ensure a colleague, partner, friend etc is aware you are working alone and who to contact in the event of overdue contact remind staff of this. Caretaker to undertake working at height refresher training	JA JA to check and book	Oct 23 Nov 23	

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General working on site	All staff, pupils: Threats, abuse, physical assault etc. by third party: Physical injury Emotional distress, stress, anxiety, vulnerability Sickness absence	Avoid Lone work if possible Site Security arrangements: access codes Information lone working and personal safety including managing violence and diffusing aggression Location information and timings to colleagues/family. Communications by mobile telephones. Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.	Head teacher agrees that individual can work on school site alone, e.g. during school holidays Ensure staff are reminded, Head teacher should inform a member of SLT or caretaker if working alone and message when leaves site Consider more external lighting, especially around car park	GT JA and DB	Oct 23 Dec 23	
Manual Handling	Staff Physical injury	Manual Handling Risk assessment Avoid moving heavy or bulky items which is likely to put you at risk. Re schedule work to a time when assistance is available.	Manual Handling training.- Caretaker and cleaning staff to attend refresher	JA to book	Nov 23	
Dealing with Contractors	Staff; various e.g. abuse	Specific requirement identified e.g. new build, lone work arrangements as above. Individual provided with all relevant information about contractor and contract				

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Unlocking gates / doors in the morning and securing site at night.	Caretaker / Cleaners, slips and trips, cuts and abrasions, ill health, assault by unknown	Written school procedures,				
working offsite alone Home visits etc.	Staff Colleagues Accident / injury, delayed assistance in emergency. Physical assault / verbal abuse. Cuts / abrasions, muscular skeletal and other physical injuries	For home visits background information on the family is gathered beforehand, a specific risk assessment conducted where necessary Two members of staff should attend home visits All staff to be familiar with lone working procedures. Mobile phone available, charged and switched on. Agreed schedule –times and location of visits to be known. Response procedure in event of overdue contact. Contact point available in office Staff own experience and training in recognising signs of aggression and avoiding / de-escalating this.	Identify if further training is needed	GT	Dec 23	