



HEALTH AND SAFETY RISK ASSESSMENT

Workplace Location(s): **ST JOHN LLOYD RC
PRIMARY**

Task/Activity - **Lone Working**

Date: 6/05/22

Signed: (Duty Holder):

Assessment Review Date: 6/05/23

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:-

- Slipping/tripping hazards
- Electricity
- Fume
- Fire
- Chemicals
- Moving parts of machinery
- Manual Handling
- Work at height
- Poor lighting

WHO MIGHT BE HARMED

There is no need to list individuals by name - just think about groups of people doing similar work or who might be affected –

- Cleaners
- Contractors
- Lone Workers
- Estates manager

RISK RATING

Prioritise risk as high, medium or low

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed, for example: have you provided:-

- Adequate information, instruction or training?
 - Adequate safe systems or procedures?
- Do the Precautions:-
- Meet the standards set by a legal requirement?
 - Comply with a recognised standard?
 - Represent a good practice?
 - Reduce risk as far as reasonably practicable?

Fire log, PAT Testing, Emergency light testing, Estate manager training.

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (eg by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment

RESIDUAL RISK

Prioritise as High, medium or low

<p>List hazards here: <u>Each hazard, corresponding people at risk and control measures should occupy a new row in the table.</u> <u>Please "TAB" forward to generate a new row.</u></p>	<p>List groups of people who are especially at risk from the significant hazards which you have identified:</p> <p>Estates manager, Cleaners</p>	<p>Risk</p>	<p>List existing controls here – or note where the information may be found:</p>	<p>Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. <u>Specify also the target date for action and the person to action.</u></p>	<p>Residual Risk</p>
<p>Aggressive, violent or abusive behaviour towards individual including verbal abuse, threatening behaviour and actual bodily harm.</p> <p>Physical injury, emotional distress.</p>	<p>Lone worker</p>	<p>M</p>	<p>Staff to ensure security doors etc. remains closed whilst working alone in the building.</p> <p>Staff are reminded that they have a responsibility for their own personal safety whilst working alone.</p> <p>Staff working alone should ensure they have access to a mobile phone/ walkie talkie.</p> <p>Detail the arrangements for staff reporting into work and leaving site. Staff sign into and out of our electronic device each day.</p> <p>Staff are advised to withdraw from situations where persons are displaying aggressive or violent behaviour.</p> <p>Where appropriate Police are to be called.</p> <p>Incidents should be recorded on the Violent Incident Report Form.</p>	<p>Doors to be secured.</p> <p>Breakfast Club start at around 07.45 hrs.</p> <p>Caretaker also on-site at this time:6.30am</p> <p>Cleaners & caretakers in until 6pm/6.15pm Walkie talkies used for lone workers.</p>	<p>L</p>

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Lack of supervision/ monitoring. Physical injury	Lone worker	M	Staff are advised which tasks are to be undertaken whilst working alone. <i>Only tasks that can be safely performed by one person are to be undertaken.</i> Staff are advised to undertake tasks in accordance with their information, instruction and training. Staff are advised to stop work if they feel they are unable to complete the task safely.	No Working at Height Ensure lights are on.	L
Accidents /personal injury Physical injury, ill health	Lone worker		Staff are advised to report any accident no matter how minor to their line manager. Staff who are feeling unwell are advised to seek medical attention. For staff reporting into work and leaving site they must sign in/out of ipad Staff to carry mobile phone/walkie talkies to enable them to call for assistance as required.		

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Equipment failure Physical injury	Lone worker	M	All equipment should be visually inspected prior to use. If defects or concerns are identified the equipment should not be used. Defects and concerns should be reported to <i>Head teacher / Deputy Head teacher / Estates Manager</i> All equipment is periodically inspected and maintained in safe working order. Never work at height or with any electrical equipment when lone working If in any doubt stop all work activities and ask for guidance. Do not put yourself in any DANGER		L
Individuals with specific health conditions which may affect their suitability to work alone.	Lone worker	M	Lone worker health and safety assessment form to be completed and where appropriate forwarded to Occupational Health.	H&S Workplace Assessment to be completed if there are any concerns related to health conditions.	L
New or expectant mothers.	Lone worker	M	New or expectant mothers should only work alone where a risk assessment has determined that this is appropriate.		L

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Attending site for alarm calls out of hours	Estates Manager	M/H	<p>When attending an alarm call out of hours if multiple zones have been triggered there is a strong possibility that an intruder{s} are on the premises.</p> <p>Never enter the building if you suspect there is an intruder inside or there has been damage to the fabric of the building such as a smashed window.</p> <p>Retreat to a safe area and phone the police</p> <p>Under no circumstances should you enter the building alone and put yourself in any danger.</p>		L