

ACTIVITY: LONE WORKING

Completed by:

Date:

Review Date:

Hazard	To Whom	Severity	Likelihood	Risk
Lone working - working alone / in isolated locations	Member of staff	This score can be reduced or increased if the schools feels it carries a greater or lesser severity rating depending on the circumstances	This score can be reduced by making additional precautions into existing precautions	
Accident, injury, assault	Member of staff			
Pre-existing medical condition	Member of staff			
Existing Precautions		Additional Precautions	Who	When
<p>Only agreed tasks to be undertaken, Avoid high risk activities (e.g. working at height)</p> <ul style="list-style-type: none"> • Notify manager of start time and when finished • Reduce time spent working alone, so far as is reasonably practicable • Means to summon assistance close to hand, mobile phone carried • Notify staff on site of location / estimated duration of task if working on site remote from others. <p>Access to site controlled e.g. through coded doors etc.</p> <ul style="list-style-type: none"> • Use of visitor badges / signing in book • Ensure all external doors / windows secured to prevent unauthorised access 		<ul style="list-style-type: none"> • May require an individual risk assessment related to their medical condition or referral to Occupational Welfare 		<p>Realistic time frames should be entered in this column</p>

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| <ul style="list-style-type: none">• Do not allow access to unknown callers.• External lighting adequate• Key holders should be strictly controlled and numbers kept to a minimum• Appropriate instruction and training provided• Lone workers aware of emergency procedures• Lone workers have access to adequate first-aid facilities• PPE is provided to lone workers where required• Arrangements for providing help or back up are in place <p>Member of staff to notify their line of existing medical condition or changes to their medical condition which would affect their ability to work alone. Member of staff to carry sufficient medication to control their condition.</p> | | | |
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