

## Lone Working

### RAISE-AP

Hazards	Who is at risk?	Current Control Measures	Additional Requirements	Timescale
Injury through accident / illness.	Staff	<p>Lone working should be avoided where possible.</p> <p>High-risk activities will not be undertaken while lone working (working at height, working with electricity, meeting with members of the public.)</p> <p>Reception, or a “buddy”, will be made aware if lone working does have to take place in any part of the school.</p> <p>A written lone working procedure is in place, which details the check in system and communication system for lone working.</p> <p>Staff who are pregnant, or who have certain underlying health conditions identified in individual risk assessments, are to avoid lone working.</p>	Look at the feasibility of using a lone working app.	
Lone working with pupils.	Staff Pupils	<p>Lone working (1 on 1) with pupils should be avoided where possible. Where not possible, school procedure for lone working will be followed.</p> <p>Searches must be carried out by a member of staff of the same sex as the student and must be witnessed by another member of staff.</p> <p>Administering of medicines must be witnessed by another member of staff.</p>		

Injury through violence.	Staff	<p>Where meetings with upset or angry parents must take place, another member of staff will be present.</p> <p>Staff will avoid undertaking home visits to deal with upset of angry parents.</p> <p>The school's policy on home visits includes the process for monitoring staff safety. This includes:</p> <ul style="list-style-type: none"> <li>• Managers/buddies being aware of schedule.</li> <li>• Regular check-ins</li> <li>• Use of a lone working app</li> </ul> <p>Staff will avoid leaving the premises on their own if they are concerned about their welfare.</p> <p>Sufficient lighting is provided in car parking areas.</p> <p>Staff will avoid lingering in the carpark/pickup area on their own, especially during winter months where there is limited daylight.</p>		
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Initial Assessment Review Date	Risk Assessment assessed, reviewed by the following competent person:	<b>Tasks and control measures reviewed by the Educational Directors:</b>
Name (PRINT)		Name (PRINT):
Signature:		Signature: <span style="float: right;">Date:</span>
Next Review Date:	<p>Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health.</p> <p>You should review your risk assessment:</p> <p>if it is no longer valid</p> <p>if there has been a significant change</p>	