

Lone Working

HAZARD	WHO IS AFFECTED/AT RISK	HOW CAN THE HAZARD(S) CAUSE HARM?	ACTIONS/CONTROL MEASURES	PERSON RESPONSIBLE
Lone working working in provision alone / in isolated locations	Staff Colleagues	Accident / injury, delayed assistance in emergency Physical assault / verbal abuse Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height) • Mobile phone available • Notify Head of Provision / manager of intention to work outside regular hours. • Reduce time spent working alone so far as is reasonably practicable. • Ensure a colleague, partner, friend etc is aware you are working alone and who to contact in the event of overdue contact. • Notify staff on site of location / estimated duration of task if working on site remote from others. • Adequate security in place. • Access to site controlled e.g. through coded doors etc. • Use of visitor badges / signing in book • Ensure all external doors / windows secured to prevent unauthorised access. • Do not allow access to unknown callers. • External lighting adequate • Key holders should be strictly controlled and numbers kept to a minimum. 	RAISE-AP Educational Directors

HAZARD	WHO IS AFFECTED/AT RISK	HOW CAN THE HAZARD(S) CAUSE HARM?	ACTIONS/CONTROL MEASURES	PERSON RESPONSIBLE
Lone working With students	Staff Colleagues / students	Risk of allegation to staff / injury to staff / violence	<ul style="list-style-type: none"> • Lone working (1:1) with students should be avoided where possible • Where not possible, provision procedure for lone working will be followed (lone working policy) • 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 • Administration of medicines must be witnessed by another member of staff 	RAISE-AP Educational Directors
Injury through violence	Staff	Risk of allegation to staff / injury to staff / violence	<ul style="list-style-type: none"> • Where meetings with upset or angry parents / carers must take place, another member of staff will be present • Staff will avoid undertaking home visits to deal with upset or angry parents / carers • Provision policy on home visits includes the process for monitoring staff safety, including managers being aware; regular check-ins etc.. • Staff will avoid leaving the premise on their own if concerned about welfare. • Staff will avoid lingering in the car park, especially when light is limited. 	RAISE-AP Educational Directors

Additional Control Measures	Action by Whom	Action by When	Action Completed	Residual Risk Rating
No working at height unless another member of staff present; No moving or handling. Only use essential electric equipment (computer, photocopier, kettle)	All lone staff	Immediately	As per date of this R.A	Low
Site is secure and gates to remain closed and controlled by office. No unknown visitors to be allowed entry	All lone staff	Immediately	As above	Low
Lone workers to email and text line manager on arrival to and leaving work. Additionally, lone workers to inform next of kin of their likely arrival/departure time.	All lone workers to inform Head of Provision	On safe sign in to premises	On entry and exit daily	Low
Lone workers to inform line manager of illness that prevents them attending during expected hours/shifts.	All lone workers to inform Head of Provision	On illness, by 7.30am	By 7.30am on day of illness	Low
No cash handling unless another member of staff is present.	All lone staff	Immediately	As per the date of this R.A	Low
Mobile phone to be carried at all times/office lines available at all times	All lone staff	Immediately	As per the date of this R.A	Low

Reviewed: September 2025

Approved by: **RAISE-AP** Educational Directors, September 2025

Next Review Date: September 2027