Lone Working Risk Assessment

The Mill, Bishops Stortford

Published: June 2018

OUR VISION

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- We have high expectations in everything we do

Policy owner	WhiteTrees School	**Last review**	July 2026
Date Created	June 2018	**Next review**	July 2027

Legislation and Guidance

This risk assessment has been prepared with regard to:

- The Health and Safety at Work etc. Act 1974, which requires the school, so far as is reasonably practicable, to ensure the health, safety and welfare of its employees, including those working alone.
- The Management of Health and Safety at Work Regulations 1999, which require the school to assess risks to employees, including risks specific to lone working, and to put in place appropriate control measures.
- HSE guidance 'Protecting lone workers: how to manage the risks of working alone' (INDG73, revision 4, March 2020).

This risk assessment should be read alongside the school's Health and Safety Policy, which sets out the school's wider arrangements for reducing lone working risk, including induction and refresher training, communication devices, and dynamic risk assessment.

Site and Assessment Details

Site: **WHITETREES SCHOOL** **13a London Road** **Bishops Stortford** **Herts** **CM23 5NA**	**Activity Details:** Teaching hours are currently 09.15 to 15.00, however staff arrive onsite from 07.00 onwards and the pupils' day currently starts from 09.15. There may be occasions before or after the school day, or during periods of school closure, where staff remain in the building alone and would be classed as lone working.
Person(s) completing the Risk Assessment: **Hannah Bonner** **Laura Bull** Job Title: **Head Teacher** **Executive Head Teacher**	**Assessment Date:** 31/07/2026 **Next Review Due:** July 2027
All staff based at this site are to sign to confirm they have read this risk assessment.	

Risk Register

Hazards Affecting people and/or property	**People** Who might be harmed?	**Current Controls** What is in place at the present time?	**Additional Controls Needed**
Accident in the workplace. **Slip/Trip or fall** **Illness**	Lone Worker	Staff at The Mill will carry their mobile phones on their person at all times whilst alone working at the School. If a member of Site Leadership unlocks the site in the morning, they will inform the leadership team that the site is unlocked and that they are lone working. If a member of staff (who is not Site Leadership) unlocks the site in the morning and is lone working, they should inform the Site Deputy Headteacher, who will put a note on the leadership chat to inform the Head Teacher and Executive Head Teacher that the site is unlocked and a staff member is lone working. All staff have access to the building via an allocated fob. If 2 staff arrive at the same time, there is no need to notify of arrival on site. The same process applies in the afternoon. The last member of staff leaving the site will ensure Site Leadership are aware that the site is locked, and a message will be put on the leadership chat to confirm the premises are secure. In the event that the Head Teacher is the last to leave they will inform a Director. Should this contact not be made, a phone call will be made to the school to ascertain if anyone is left onsite.	In the event of a staff member sustaining an injury, the staff member should inform the Head Teacher or Executive Head Teacher. (If it is the Executive Head Teacher that is lone working, they should contact a Director). In the event that the Head and the Executive Head cannot be reached, a Director should be contacted to report the injury and circumstances surrounding this and if support is required. In the event that the injury is serious, emergency services should also be contacted, and if the staff member requires support a director will attend the building. In the event that the staff member is taken ill they should notify the Headteacher or Executive Head Teacher of this as soon as is practicably possible. If they are unable to drive or require medical assistance, this should be sought immediately.

Hazards Affecting people and/or property	**People** Who might be harmed?	**Current Controls** What is in place at the present time?	**Additional Controls Needed**
Fire	Lone Worker	The building has smoke detectors fitted which are tested weekly, and firefighting equipment is also checked weekly. All fire exits are clearly signed and drills are undertaken as required, including for staff named above. In the event of a fire, the school evacuation procedure will be followed and Emergency Services called. The staff member will contact a Director, who will attend the premises and notify the Executive Head Teacher.	An annual fire risk assessment is completed for this site by Essex Fire Safety Limited, in line with the Regulatory Reform (Fire Safety) Order 2005.
Power cut	Lone Worker	Emergency lighting is in situ in the event that power is lost during darker months and visibility is poor inside the building. Lighting is checked and serviced in line with regulatory requirements. The Lone Worker will report this power failure to a Director once they are in a safe situation to do so.	
Medical Conditions	Lone Worker	Medical conditions are required to be disclosed at initial employment, and any arising during employment are shared with the Executive Head Teacher. Any staff member with a medical condition which may affect their ability to lone work will require an individual risk assessment to assess if this is appropriate.	
Violence	Lone Worker	No appointments or meetings should be booked	

Hazards Affecting people and/or property	**People** Who might be harmed?	**Current Controls** What is in place at the present time?	**Additional Controls Needed**
		for an individual whilst lone working at the school. In the event that a lone worker is faced with a violent intruder, they should call the police immediately and attempt to take themselves to a lockable room on the floor that they are situated on. If in the main building these are: Ground floor: ITC room First Floor: Kitchen Prep area, any classroom, First Aid Room, or Staff Toilet If in the Admin building: the stairs door to the first floor Once safe, the staff member should inform the Head Teacher, who will in turn contact a Director.	
Hazardous Substances	Lone Working Cleaner	Discussion undertaken with the cleaning contractor regarding lone working and COSHH. All cleaning products are provided by the cleaners, meaning there is no requirement to keep cleaning products on site at this time. The cleaning contractor undertook a Health and Safety walk around the building and is aware of the hazard reporting procedure and exit routes in an emergency. The contractor has its own lone working procedure and RA, and a risk assessment for COSHH products. Action to be taken in the event of an emergency is clear and understood by the cleaner.	

THE PROCESS OF NOTIFICATION OF STAFF PRESENCE ON SITE / LONE WORKING MUST BE ADHERED TO IN ALL CIRCUMSTANCES

Published on	
By	
Chair of Gov Sig/Date	
Head Teacher Sig/Date	