



Lone Working Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Lone working	Staff could suffer injury or ill health while working alone in the classroom area	Staff check in with director on arrival and after each session. Director has staff contact number. Staff inform the director on leaving the premises. Security staff check all areas, including toilets, before locking up after sessions.	Whereabouts of staff off premises to be monitored by the Director.	Director and staff	Daily
Child dysregulated on site	Staff member may have to intervene to keep themselves and the child safe	Parents or school staff on site or within reach to support if needed. Parents available near site if they are not on site	Staff have parent phone numbers and vice versa. Agreed action plan with each parents/staff member	Director and staff	As required
Child injured on site	Child may be injured when only one adult is present	Safety measures in place. Parents/staff available either on site or by phone in vicinity of site.	Agreed action plan with each parents/staff member	Directors and staff	As required

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Adult injured	Staff may be injured when they are the only adult on site	<p>Staff to carry a mobile phone.</p> <p>Director to check in after each session.</p> <p>Parents/staff on site or available by phone, for child</p> <ul style="list-style-type: none"> • General good housekeeping • All areas well lit, including stairs • No trailing leads or cables • Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. • Offices cleaned every evening. <p>Better housekeeping in staff kitchen needed, eg on spills.</p>	Agreed action plan with each parents/staff member	Directors and staff	As required
Fire	Trapped staff could suffer fatal injuries from smoke inhalation/burns.	Fire evacuation plan in place. Risk assessment done and necessary action taken.	Ensure the actions identified as Director necessary by the fire risk assessment are undertaken.	Directors And staff	As required