



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



Lone Working Risk Assessment

Date of latest review: Spring 2024	Date of Next Review: Spring 2025	Assessed by: Imogen Woods and Daniel Walker-Cheetham	Persons consulted: Fred Kolndreu
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PROCESS/ACTIVITY	HAZARDS IDENTIFIED	PERSONS AT SIGNIFICANT RISK	EXISTING CONTROLS	ARE EXISTING CONTROLS ADEQUATE?	WHAT ADDITIONAL CONTROLS ARE REQUIRED?
Staff working in school after school day	Security/risk of Intruders. Isolation following accident or illness.	Person working in isolation	– Instruction to all new staff (Staff Induction pack) that a minimum of two persons may remain in school. – Pedestrian gate always kept locked. – Front door always kept shut.	Y	
Premises Manager doing cleaning/maintenance work early morning/late evening	Security/risk of Intruders. Isolation following accident or illness.	Person working in isolation	– Premises Manager to contact Headteacher, DHT or School Business Manager to check in and out. That second person, will seek to contact them if they have not checked in/out. – Pedestrian gate always kept locked – Main entrance door always kept shut	Y	
Premises Manager working in wildlife area (unseen from main school building)	Isolation following accident or illness	Person working in isolation	– Premises Manager always tells a member of staff in the School Office when he will be working alone in the area. Staff know to check if not reported back	Y	
Staff doing ad-hoc work in school at weekends or during school holidays	Security/risk of Intruders. Isolation following	Person working in isolation	– Staff instructed only to do this work after arranging a check in with a second person who will seek to contact them if they have not checked in.	Y	

	accident or illness.				
Premises Manager working at weekends or during school holidays	Security/risk of Intruders. Isolation following accident or illness.	Person working in isolation	– Premises Manager instructed to arrange a check in arrangement with a second person, who will seek to contact them if they have not checked in.	Y	
Persons needing to work from time to time in areas identified by the school as “isolated”	Isolation following accident or illness	Person working in isolation	– Instructions given to staff to notify a second person when working in isolation, and establish an agreed check in time.	Y	
Premises Manager responding to the intruder alarm	Risk of intruders	Premises Manager	– If there is any concern for safety, Premises Manager not to enter school building. – Call the Police if necessary.	Y	