

ESTABLISHMENT/SCHOOL Cantrell Primary School		SECTION/TEAM		DATE OF ASSESSMENT September 2020	
WHO MIGHT BE HARMED? Staff, contractors				HOW MANY ARE AFFECTED? Staff, contractors	
HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low	
Inadequate planning / preparation	• Are staff 'competent' (e.g. trained) to carry out the activity?	Yes		Low	
	• Are effective formal procedures in place within the section / team relating to lone working activities?	Yes		Low	
	• Have all staff been made aware of the procedures (within induction for new members of staff)?	Yes		Low	
	• Are there arrangements for reviewing lone working procedures, i.e. following an accident / near miss / incident, or on a periodic basis (annually)?	Yes		Low	
	• Are arrangements in place for staff to raise their concerns relating to lone working arrangements e.g. immediate meeting / weekly staff meetings?	Yes		Low	
	• Prior to meeting service users, have records been checked including the Nottingham City Council's Violent Incident Database and issued 'Violent Incident Alerts' to see if there has been any history of violence / verbal abuse to Council staff?	Yes		Low	
Staff specifically at risk	• Has consideration been given to staff particularly at risk e.g. new or expectant mothers, females, individuals who may be medically unfit to work alone, new staff etc. and lone working activities avoided for this group of individuals, as far is practicable?	Yes		Low	
	• If lone working activities cannot be avoided for this group of individuals, are adequate monitoring arrangements in place?	Yes		Low	
	• Young workers / work experience must not be allowed to lone work	Yes		Low	

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Inadequate arrangements for staff working early / late / weekends / holidays	• Do staff work alone early / late / weekends / holidays?	Yes		Low
	• If so, do the lone working procedures cover this situation?	Yes		Low
	• Do these procedures include security arrangements, i.e. ensuring that external doors / windows secured to prevent unauthorised access into the premises, without compromising emergency exits?	Yes		Low
	• Has prior consideration been given to use of Nottingham on Call (91 51640) to monitor lone workers?	Yes		Low
Inadequate means of communication	• Do staff have access to means of communication , i.e. mobile phones, two-way radios?	Yes		Low
	• Are the contact details for staff known and where appropriate identified at a suitable location i.e. mobile phone numbers or contact numbers for locations being visited?	Yes		Low
	• Are arrangements in place to ensure cover is available at the school / base to receive calls from staff on visits?	Yes		Low
	• If staff carry out visits out of normal working hours, i.e. evening meetings, are arrangements in place for reporting in / signing off?	Yes		Low
	• Is there regular communication between the lone worker and line manager / supervisor?	Yes		Low
Inadequate reporting in / out procedures	• Are there arrangements for staff to record details of their visit, i.e. on a designated notice board / white board / signing in and out log?	Yes		Low
	• Do details include expected time of return?	Yes		Low
	• Are there arrangements for staff to contact the school / base between visits if carrying out multiple visits?	Yes		Low
	• Are there procedures in place if staff do not report back to the school / base by their expected time of return?	Yes		Low
	• Are there effective 'signing in / off' procedures for staff attending site directly from home or returning home directly from site?	Yes		Low

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Mode of transport	<ul style="list-style-type: none"> Are staff aware of good practice as regards the parking of vehicles, i.e. in well lit, open areas and as near to the entrance to a premises as possible, avoiding cul-de-sacs / potential hiding places, positioning the car in the direction to be driven away etc.? 	Yes		Low
	<ul style="list-style-type: none"> When walking, are staff instructed to choose the safest route – which may not always be the shortest route? 	Yes		Low
Home Visits	<ul style="list-style-type: none"> Can lone working be avoided, i.e. attending home visits in pairs / conducting interviews in 'controlled' locations, i.e. at the place of work rather than making a home visit? 	Yes		Low
	<ul style="list-style-type: none"> Are staff familiar with the premises being visited? 	Yes		Low
	<ul style="list-style-type: none"> Has a preliminary visit been carried out, where necessary, with at least two members of staff attending? 	Yes		Low
	<ul style="list-style-type: none"> Are staff instructed to ask for dogs to be kept secure e.g. in another room where necessary? (RoSPA leaflet <i>How should you cope with an unfriendly dog</i> is available on request from the Safety Advisers) 	Yes		Low
Conducting Interviews	<ul style="list-style-type: none"> Can lone working be avoided by conducting interviews in pairs? 	Yes		Low
	<ul style="list-style-type: none"> Are systems in place to check for a history of any previous violent behaviour prior to the interview / visit? 	Yes		Low
	<ul style="list-style-type: none"> Are there procedures in place for interviewing potentially violent / abusive individuals? 	Yes		Low
	<ul style="list-style-type: none"> Are items removed from interview areas that could be used as potential 'weapons' or 'missiles'? 	Yes		Low
	<ul style="list-style-type: none"> Is there an effective means of raising the alarm, i.e. panic button, coded telephone call, two-way radios, etc. 	Yes		Low
	<ul style="list-style-type: none"> Are staff aware of the procedures for responding to the alarm? 	Yes		Low
Violence / physical attack	<ul style="list-style-type: none"> Are staff aware of defusing / de-escalation techniques? 	Yes		Low
	<ul style="list-style-type: none"> Have relevant staff received training in managing challenging behaviour? 	Yes		Low

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	<ul style="list-style-type: none"> Are personal attack alarms available? 	Yes		Low
	<ul style="list-style-type: none"> Are staff familiar with the violent incident reporting procedures? 	Yes		Low
	<ul style="list-style-type: none"> Are <i>violent incident report</i> forms readily available? 	Yes		Low
	<ul style="list-style-type: none"> Is Guidance and Information sheet no. 53 available - <i>Dealing with intimidation and potential violence to staff?</i> 	Yes		Low
Attending to alarm call outs	<ul style="list-style-type: none"> Can an alarm company be appointed to attend to security alarm call outs during non working hours? 	Yes		Low
	<ul style="list-style-type: none"> If staff attend to alarm call outs, are arrangements in place to avoid lone working, i.e. 'buddying' with a neighbouring school Caretaker / Site Manager, two members of staff attending together, meeting an alarm company representative on site, etc. 	Yes		Low
	<ul style="list-style-type: none"> If staff attend to call outs, are there arrangements in place to inform others when visiting the site, ensuring that an alarm is raised in the event of an accident / incident occurring on site, etc? 	Yes		Low
Hazardous activities	<ul style="list-style-type: none"> Have staff been instructed to avoid hazardous activities whilst lone working This can include working at height / hazardous manual handling activities / working in confined spaces / handling or transporting large amounts of cash visiting void premises with unknown condition? 	Yes		Low
Lack of Information	<ul style="list-style-type: none"> Is Guidance and Information Sheet No 28 <i>Working alone safely</i> readily available to staff? 	Yes		Low
Lack of counselling	<ul style="list-style-type: none"> Are staff familiar within the City Council's free, confidential counselling service - 'Counsel Line' phone - N. 9589090? 	Yes		Low
Lack of debriefing / feedback	<ul style="list-style-type: none"> Are arrangements in place for debriefing / feedback? 	Yes		Low

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LINE MANAGER Debbie Weaver			SIGNED <i>Debbie Weaver</i>	REVIEW DATE September 2023