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| School Name: |  | | | |
| Activity: |  | | | |
| Completed by: |  | | | |
| Hazards | Who is at risk? | Current Control Measures | Additional Requirements | Timescale |
| Lone Working | Staff | Initial home visits conducted in pairs.  Buddy system in place for work outside of normal hours.  Escalation process in place for uncontactable staff.  Calendars kept up to date and visible to all staff.  Where necessary, staff trained in team Teach.  Full details of visit provided to manager and “buddy”, including:  place being visited  reason for visit  times of visit  approximate finish time of visit  Contact details for parent  Charged mobile phone carried at all times. |  |  |
| Violence and aggression | Staff | Wherever possible, staff to consider if a telephone/virtual meeting would be a suitable alternative.  Lone working policy/procedure in place and followed at all times.  Records of previous incidents kept and reported to the local authority. Register of problematic households kept.  Lone working not permitted in households where previous incidents have occurred.  Staff to leave site if parents/carers become confrontational or aggressive.  Police to be informed of any threatening or violent incidents.  Managers or site contacts always informed of lone worker locations.  School to hold emergency contact details for lone workers family or chosen contact.  Written escalation procedure in place for lone workers who cannot be located.  When retracing lone worker journey in an emergency, this should never be done alone.  School adheres to a policy on unreasonable behaviour and enforces non-contact meetings where necessary. |  |  |
| Injuries in the home: medical sharps, needle stick, Hep-B, HIV, tetanus | Staff | Staff to present at A&E or GP following any sharps injury that breaks the skin.  Staff will, under no circumstances, handle sharps or drug paraphernalia in a pupil home.  All sharps injuries will be reported to the Head, safeguarding lead and local authority.  Ensure good hand hygiene standards. |  |  |
| Injuries in the home: Slips, trips and falls | Staff | Staff to wear suitable footwear during home visits.  Staff to be aware of surroundings an hazards presented by condition of the home, hoarding, renovations etc.  Staff to conduct a dynamic risk assessment upon arrival at the home.  Staff not to enter any unnecessary areas of the home. |  |  |
| Injuries in the home: Electrocution, electrical burns | Staff | Staff should not be reliant on appliances or power supplies in the home.  All equipment to be fully charged prior to visit.  Staff visually inspect electrical equipment prior to use. |  |  |
| Injuries in the home: Pets, bites, scratches. | Staff | Staff should not interact with household pets.  Wherever possible, pets should be kept in a separate room.  Staff to present at A&E or GP following any injury that breaks the skin.  Record of aggressive pets to be available to all staff undertaking home visits.  Incidents involving aggressive pets to be recorded and reported to the local authority. |  |  |
| Manual Handling | Staff | Staff should not undertake manual handling tasks, outside of transporting their own equipment, in pupil homes.  Staff given manual handling training where it is necessary.  Staff provided with suitable equipment for home visits, including laptops, carry cases, document holders etc. |  |  |
| Lone working with pupils. | Staff | Staff to hold relevant DBS.  Lone working with pupils only where it is considered essential such as intervention or therapeutic sessions.  DSL to be made aware of all off-site lone working.  Staff will be made aware of relevant individual risk assessments for pupils when lone working.  Records will be kept of all lone working sessions.  Parents/carers consulted on all 1:1 lone working arrangements. |  |  |
| Staff medical conditions, pregnancy, disabilities, ill health emergencies. | Staff | New and expectant mothers must receive a personal risk assessment before undertaking home visits or other lone working tasks.  Staff with and disability or medical condition, which could make lone working unreasonably dangerous, must receive a personal risk assessment before undertaking home visits or other lone working tasks.  Residents asked not to smoke or consume alcohol/recreational drugs during home visits.  Necessary medication and first aid kits will be taken on all home visits. |  |  |
| Driving at work. | Staff | Proof of driving licence and insurance will be taken upon commencement of employment.  All staff responsible for ensuring vehicles are maintained roadworthy.  Vehicles checked they are roadworthy prior to use in line with the Highway Code requirements.  Routes are checked prior to undertaking journeys.  Staff will always drive in line with highway code requirements.  Staff to avoid poorly lit or unknown routes wherever possible.  Staff should rearrange visits during extreme weather.  Staff to park in well-lit areas, and close to the home, as far as is reasonably practicable.  Staff will always park legally, and off public highways wherever possible.  In the event of a breakdown:  Stay calm and think of other road users  Attempt to pull over so you’re off the road  Turn on your hazard lights  Leave the car by the left-hand door and ensure you’re wearing light-coloured clothes or a hi-vis vest (especially at night or when visibility is low)  Take your warning triangle and place it 45 metres (147 feet) behind your vehicle. That’s about 60 paces. **Do not do this on a motorway**.  If visibility is poor or you’re stood waiting for help at night, keep your sidelights switched on and make sure you’re not blocking others from seeing your lights  Finally, call your breakdown service  In the event of a breakdown on the motorway, follow national highways guidance <https://nationalhighways.co.uk/road-safety/breakdowns/> |  |  |

# Escalation procedure

Lone worker to identify a buddy and let them know:

* Destination (these details should also be available on your calendar)
* How long you expected to be-especially if going to a ‘poor signal’ area
* If you are returning to the office afterwards if not

Note the details for the lone worker, including the expected completion deadline and their mobile number, and if a personal alarm device is used.



Lone worker should maintain a contact with buddy if appointment takes longer than expected, or if plans change.

Buddy to maintain contact with staff member.

If the agreed deadline for the appointment has passed and the lone worker has not contacted you, ring them on their mobile and check records if appropriate. If still no response, ring again 5 minutes later. Continue calling at 5 minutes intervals up to 4 times.

When the appointment is completed, contact your buddy again to let them know you are leaving.

If employee not located, escalate to team/line manager.

YES

Lone worker located?

If a failure of the team’s lone working system occurred, review lone working risk assessment and controls.

NO

A manager review actions taken, consider if further actions necessary.

Review a buddy actions taken, inform the police of a missing person and obtain incident number

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| Initial Assessment  Review Date | Risk Assessment assessed, reviewed by the following competent person: | **Tasks and control measures reviewed by the Governing Body:** |
| Name  (PRINT) |  | Name (PRINT): |
| Signature: |  | Signature: Date: |
| Next Review Date: | Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health.  You should review your risk assessment:  if it is no longer valid  if there has been a significant change | |