

RISK ASSESSMENT	LONE WORKING	
Little Cherries Pre-school	Assessment by: Anita Yates	Date: 12 th April 2020
Review Date: April 2020	Approved by: Jen Peacock	Date:

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures	Are Control Measures Y/N/NA		Additional Control Measures	Residual Risk Rating
				In Place	Adequate		
Intruder - Attack, verbal abuse, theft of property, arson.	Staff working in school alone during holiday and out of hours periods	M	<ul style="list-style-type: none"> Dates and times for lone working agreed by Manager. Lone worker to inform key holder and work colleague of entry/exit to school Staff have access to personal mobile phone to call for help if needed. External doors to the building locked. Blinds drawn during evening lone working. Other lights put on besides the immediate room light during evening lone working. Lone working staff to park as close to the point of entry to the building as possible. Effective means of raising the alarm, i.e, coded telephone call etc. Is key holder aware of the procedures for responding to the alarm? Staff aware of defusing / de-escalation techniques. 	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y		L

<p>Vehicle breakdown</p> <p>RTA,</p> <p>Intruder in vehicle when unattended.</p> <p>Use of mobile phone/ alcohol.</p>	<p>Staff driving alone</p>	<p>H</p>	<ul style="list-style-type: none"> • Maintain vehicle appropriately; • If possible belong to a breakdown organisation; • Avoid late night driving; • Park vehicle for easy departure; • Carry High Viz clothing, torch etc for emergency; • Advise team or partner where you are going; • Phone in if plan changes; • Do not leave valuables in car (e.g. laptop); • Lock vehicle when driving – particularly in built up areas; • Avoid risky areas – dark car parks etc; • Do not give lifts to strangers; • Plan your route; • Ensure adequate fuel in vehicle; • Take precautions in adverse weather; • Do not use your mobile phone whilst driving. • Do not drink alcohol and drive. 				
<p>REVIEWS:</p>							
<p>DATE OF REVIEW: 12TH April 2020</p>		<p>REVIEWED BY: ANITA YATES</p>			<p>COMMENTS:</p>		
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