

The Chelmsford County High School for Girls



RISK ASSESSMENT – LONE WORKING

Assessment of risk for - Site Staff - lone working at CCHS

Assessment date: 30/07/2020

Signed: Richard Free

HAZARD (Risks)	WHO IS AFFECTED	EXISTING CONTROL MEASURES	ADDITIONAL CONTROLS
<p>Members of the Site Team that are lone working in the buildings and grounds are more vulnerable to:</p> <ol style="list-style-type: none"> 1. Accidents 2. Ill Health 3. Violence <p>Lone working will typically happen when covering lettings and locking up at evenings and weekends.</p>	<p>The Site Team</p>	<p>Site team members must adhere to the adopted Lone Working Policy from Handsam. Policy number S09 – location: O:\staff\Site Team\Premises H&S\Lone Working</p> <p>Whenever practicable, two members of staff will work together.</p> <p>A school mobile phone is carried at <u>all</u> times.</p> <p>Managers must be aware that personnel are working in the building outside of normal hours.</p> <p>Parking is close to the building.</p> <p>External security lighting is in operation around the buildings.</p> <p>Where the work involves lifting objects too large for one person, more than one person is assigned to the task and manual handling procedures are adhered to.</p>	<p>Site Staff have agreed to provide their home number for their colleagues. If a lone worker does not return home by 22:00 when on a night shift then the lone workers nominated person can contact the next key holder to investigate.</p> <p>Manual handling risk assessments in place where appropriate.</p>

		<p>The lone worker will inform their manager of any medical condition which may make them unsuitable for lone working.</p> <p>The Lone worker must fully identify any risk involved in the work and will only perform this work if sufficiently experienced.</p> <p>If the Lone Worker is unsure of what tasks can and cannot be done while working alone then the worker should cease work immediately and seek advice from a manager.</p> <p>All workers are able to respond correctly in emergency situations.</p> <p>Emergency procedures are established and the workers are trained to implement them.</p> <p>Lone workers have access to a first aid provision.</p> <p>The site team are not to use the lifts while lone working in the school.</p> <p>A CCTV system is installed at the school.</p> <p>COSHH risk assessments in place at the school.</p>	<p>A lone worker has a duty to report any known medical condition that may impact their safety.</p> <p>Working at height is forbidden when working alone. See working at heights R/A.</p> <p>N.B There is a leased property on site. As a last resort the school employee who resides at 118 Broomfield Road can be alerted for assistance.</p>
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