

Galleywood Infant School Lone Worker

Safe System of Work June 2024



A Lone Worker Risk Assessment has been carried out by Richard McAdam and Sarah Manning, Jun 2024.

This applies to any member of staff or volunteer who works alone, either within the school building or in the school grounds, on behalf of Essex County Council.

We have worked through the Essex Lone Worker Risk Assessment (Dec 2017), Essex County Council Lone Working Guidance (Sept 17) and HSP 9.05 Lone Working version 3.4 (March 2023).

We have identified the following risks and controls:

Hazard	Risk Factors	Control
Incident happening on Essex County Council premises	Being on the premises alone, or in an isolated part of the premises such as the demountable classroom, work room(s), polytunnel, wild area.	All staff advised to: <ul style="list-style-type: none"> • Always have a mobile phone with them • Let family or staff member know if they will be in school alone • Notify same family member or staff colleague when leaving
Manual handling accident whilst loading/unloading vehicle	Carrying out manual handling of objects alone without assistance	Reminder to staff to seek assistance from colleagues when necessary and not to attempt manual handling alone.
Accident whilst carrying out high risk activities whilst alone, contributing to an injury or inability to raise alarm.	High risk activities include: Falling from height Using machinery Working with electricals	Notify all staff including site manager <ul style="list-style-type: none"> • Never use a ladder or work from height when alone in school • Never go on the roof when alone • Electrical work requires a qualified electrician
Risk of violence from members of the public when working	Trespassers or intruders gain entry to the workplace	<ul style="list-style-type: none"> • Staff members working in school alone must always have the protection of front door and internal front door being locked. • School is well lit at night. Entrance to the school building & car park also well lit • No member of staff to attend alarm call without mobile phone • If alarm sounds and there is reason to believe an intruder has entered the premises arrange to meet a police officer at the door.
Health, safety and welfare of individuals working alone	Persons that have a health condition, permanent or temporary, that increases risk to individual. Persons who have a physical or mental impairment that increases the risk to that individual. Persons who are new or expectant mothers	<ul style="list-style-type: none"> • Notify staff not to put themselves at risk by working alone in school if unwell. • It is the responsibility of individuals to manage their own safety and to avoid working alone in school, or in the school grounds if a health condition creates additional risk.