

RISK ASSESSMENT FOR:	LONE WORKING working offsite / conducting home visit	
Establishment: Marsh Green Primary	Assessment by: N Sanchez	Date: April 2016

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Lone working working offsite alone Home visits etc.	Staff Colleagues	Accident / injury, delayed assistance in emergency Physical assault / verbal abuse Cuts / abrasions, muscular skeletal and other physical injuries	- For home visits background information on the family is gathered beforehand, a specific risk assessment conducted where necessary. - Where higher risk identified visits not to be conducted alone - Reduce time spent working alone so far as is reasonably practicable. - All staff to be familiar with lone working procedures. - Mobile phone available, charged and switched on. - Agreed schedule –times and location of visits to be known. - Response procedure in event of overdue contact. - Contact point available in office - Staff own experience and training in recognising signs of aggression and avoiding / de-escalating this. - Regular supervision and arrangements for debrief / feedback from staff..		

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.				
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.