**Children’s House & Rachel Keeling Nursery School Risk Assessment: Lone Working**

Autumn 2022 – Review Autumn 2023

| Hazard | Who is at risk | Level of risk | Control Measures |
| --- | --- | --- | --- |
| Risk of injury or falling ill whilst alone | Staff | H | Try to ensure there are two people in the building at any one time. If this is not possible, ensure there is regular contact with lone workers. Staff to sign in and out at the office so that colleagues are aware if someone is going to be alone. Lone workers keep their mobile phone on them at all times. |
| Physical Assault/Verbal abuse/ Intruder in building | Staff | H | Ensure all staff have access to a mobile phone.  Ensure the building is secure and lone worker not to let unknown persons into the building.  In the event of an intruder, lone workers exit the building and call emergency services. Do not tackle an intruder. |
| Risk of injury in the event of a fire | Staff | H | Lone worker not to be locked inside building without access to garden/front door. Fire exits to remain clear.  Lone worker to know fire evacuation routine and follow it. |