



Lone Working Risk Assessment

Conducted by: S Rickaby

Date: 14.4.2023

Review: April 2024 or sooner if required

Risk situations	What is the hazard?	What risk does this hazard pose and to whom?	Risk level (H/M/L)	What precautions are in place to reduce the risk?	Risk level achieved (H/M/L)	Any further action required
Intimate care required	Possibility of allegations of abuse Other children left unsupervised	Staff Children	L L	Staff follow Intimate Care Policy, a copy of which has been shared with all staff.	L	
Behaviour situation	Other children left unsupervised	Children	L	Children to be aware of same rules at FF as in school. FF staff to apply Behaviour Policy consistently.	L	Consider positive handling training
Child needs medical attention	Other children left unsupervised	Children	L	Staff either take portable first aid kit outside to play with them or return everyone to the classroom to deal with a medical incident	L	

Staff member needs medical attention	Children not having full supervision	Children	M	Staff have access to all emergency contact numbers in file and on CPOMS / School Spider. Cleaner on site after school and HT/DHT available on phone to arrange cover.	M	
Emergency evacuation required	Risk from fire, health & safety emergencies	Staff and children	M	Staff follow Emergency Evacuation Policy	L	
Child goes missing	Child's whereabouts not known Other children left unsupervised	Risk of danger to child	M	Staff count children when exiting and entering the building if playing outside. Children are within seeing or hearing distance of supervisor at all times. 'Child Goes Missing' Policy in place – ring 101 if child leaves site without permission. Parents sign their child out on collection.	L	
Collection by unknown person	Child goes home with an unknown person	Risk of danger to child	L	Staff know to only let through the gate parents they recognise. Parents are advised that they should contact school if neither mum nor dad are collecting. Staff to contact parents and check if cannot authenticate the person collecting. Password/PIN system in place.	L	