

## Lone Working Risk Assessment

Conducted by: S Rickaby

Date: 31/08/2025

Review: by 01/09/2026 or sooner if required

This risk assessment applies to the wraparound care facility providing childcare for children at a primary school from 3.15pm until 5.30pm. There are 2 members of staff on duty 3.15–4.15pm, reducing to 1 member of staff from 4.15–5.30pm. It should be read alongside the Lone Working Policy (2025).

Risk situation	Hazard	Who is at risk?	Initial risk	Precautions in place	Residual risk	Further action
Intimate care required	Possibility of allegations of abuse; child left without support	Staff, Children	M	Staff follow Intimate Care Policy. Lone staff should avoid providing intimate care unless absolutely necessary. If required, the on-call member must be summoned immediately. Parents informed and records signed.	L	No lone intimate care unless unavoidable. Ensure staff trained in safeguarding escalation.
Behaviour situation	Child behaviour escalates; other children left unsupervised	Children	M	Behaviour Policy applied consistently. Staff trained in de-escalation. On-call available within 15	L	Mandatory positive handling / de-escalation training.

				minutes. Lone staff to call for support if physical intervention required.		
Child needs medical attention	Medical incident while supervising group alone	Children	M	Portable first aid kit outside or all children brought inside. Emergency services contacted if needed. On-call available within 15 minutes. Parents contacted.	L	Ensure all lone workers hold paediatric first aid. Install quick-call system.
Staff member needs medical attention	Children left unsupervised if lone worker incapacitated	Children	H	Lone staff carry mobile/personal alarm. Check-in calls at 4.30 and 5.00pm. Cleaner on site and HT/DHT available. On-call within 15 minutes.	M	Consider lone worker alarm device. Ensure backup staff can be deployed rapidly.
Emergency evacuation required	Fire or other evacuation incident while one staff present	Staff, Children	H	Follow Evacuation Policy. Children counted in/out. Lone worker keeps group together. On-call notified.	M	Develop plan for supporting younger/SEND children in evacuation with one staff.
Child goes missing	Child's whereabouts not known	Children	M	Children kept within sight/hearing. Headcount when moving. Missing Child Policy followed. Police called if child leaves. Parents sign out children.	L	Reinforce headcounts. Review perimeter security after any incident.

Collection by unknown person	Child collected by unauthorised adult	Children	M	Only recognised parents/carers admitted. Password/PIN system in place. Verification with parents if unsure. No child released until confirmed. Irregular collections logged.	L	Annual refresh of collection procedures with staff and parents.
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