

# RISK ASSESSMENT

## Lone Worker

Area/Task/Activity	Lone Worker
Location	Lone Worker
Service Name	Lone Worker
Address & Contact Details	Lone Worker
Head of Service	Lone Worker
Signature	Lone Worker

Name of the Person(s) undertaking assessment	Lone Worker
Signature	Lone Worker
Date of Assessment	Lone Worker
SLT Signature	Lone Worker
Planned Review Date (Minimum 12 months)	Lone Worker
Date communicated to Staff	Lone Worker

Other specific Risk Assessment(s) followed	
Individual Risk Assessment(s)	<input type="checkbox"/>
Lone Worker Risk Assessment	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

This Risk Assessment is always accompanied by the Pupil(s) Individual Risk Assessment(s).

MULTIPLIER							
SEVERITY	Extreme/Catastrophic	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
		Multiplier	1	2	3	4	5
		LIKELIHOOD					
			Remote	Unlikely	Possible	Probable	Certain

KEY		
SEVERITY	Severe	20-25 Unacceptable level of risk exposure which requires immediate corrective action to be taken
	Major	12-16 Unacceptable level of risk exposure which requires constant active monitoring, and measures to be put in place to reduce exposure
	Moderate	5-10 Acceptable level of risk exposure subject to regular active monitoring measures
	Minor	3-4 Acceptable level of risk exposure subject to regular passive monitoring Measures
	Insignificant	1-2 Acceptable level of risk subject to periodic passive monitoring measures

### Hazard Identification and Control Measures

Identify significant hazards		Identify who might be harmed and how		Identify precautionary measures already in place				
Detail of risk	To whom	Severity	Likelihood	Rate	Control Measures		Further actions	
Traveling to and from home visits, work bases etc	Staff, pupils Personal injury, stress from potentially aggressive situations			0	Lone worker policy and risk assessments in place. Staff responsible for making sure they are aware of its contents and for following procedure. Advice and guidance on general safety distributed to team Mobile phones to be made		Staff to be made aware of the policy, which is available in the staff handbook. All new staff be made aware of the policy at induction Obtain suitable number of phones for staff use on home visits.	

Harm from other people	Staff, pupils Personal injury to staff, being held against one's will, stress from potentially aggressive situations			0	one workers policy in place Family support procedure in place for actioning and maintaining records to ensure information is available e.g. responding to referrals policy, initial assessments of families. Staff made aware of home visiting and lone worker policy for guidance e.g. need to be back at office by 4.30pm if conducting home visits and the worker is responsible for following this guidance Staff aware of referrals policy which contains the safe procedure for making contact with a service user and the worker is responsible for following it. Staff issued with mobile phones to use in emergencies. Where risks are identified or reasonably suspected, workers to inform their team leader who will conduct a client risk assessment. Staff can access training on personal safety e.g. from community wardens or Suzy Lamplugh trust. All home visits are written up on internal diary sheets and all home visits are discussed in supervision to ensure appropriate reporting and recording procedures are being followed. Where staff conduct home visits where there may be an increased risk of needlestick injury, staff can obtain Hep B injections from their GP and the cost of this to be reimbursed by LCC. Where workers may occasionally lift and carry children (e.g. babies, lifting in and out of car seats) staff to where possible ask the carer to perform these functions. Manual handling training also to be provided	All staff to be made aware and to read the lone worker policy, held in the staff handbook. If unsure of safety issues within the home, the line manager or worker to contact the relevant referrer and clarify details of the family. If unsure of the safety in a first visit of an unknown family, two members of staff to visit. Obtain more mobile phones Manual handling training for all staff
Using public transport	Staff, pupils Personal injury, stress from potentially aggressive situations			0	Ensure that reputable public transport is used only	
Walking to and from home visits	Staff, pupils Personal injury, stress from potentially aggressive situations			0	Ensure that the route is planned Keep to main roads/streets Do use short cuts e.g. walking through parks etc Use the highway code	
Working alone in the building	Staff, pupils Personal injury, stress from potentially aggressive situations			0	one worker policy and risk assessments in place. Staff responsible for making sure they are aware of its contents and for following procedure. Advice and guidance on general safety distributed to team Mobile phones to be used"	Staff to be made aware of the policy, which is available in the staff handbook and all new staff be made aware of the policy at induction Obtain suitable number of phones for staff to use

Action Plan

Number	Action Required	Person(s) to undertake action	Priority	Project time scale	Notes/Comments	Date completed
1	All staff to be made aware and to read the lone worker policy held in the staff handbook.	All staff	Self,pupils,visitor	Continuous	All new staff to read the staff handbook in the induction period.	
1	If unsure of safety issues within the home, the line manager or worker to contact the relevant referrer and clarify the details of the family.	All staff	Self,pupils,visitor	Continuous	This is a continuous process	
1	If unsure of the safety in a first visit of an unknown family, two members of staff to visit.	All staff	Self,pupils,visitor	Continuous		

Staff Agreement

""I believe this risk assessment to be suitable and sufficient and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions above, but will remain alert and ready to implement additional measures if circumstances change unexpectedly"

Staff Member Name Lone Worker

Contact number Lone Worker

Signature

Date Lone Worker