

Appendix F

Record of Risk Assessment	Activity, procedure or workplace being assessed: Violence / Aggression / Lone Working		
	Assessed by:	Service:	Date:



Stage 1		Stage 4	Stage 5			Stage 6	Stage 7		
List significant hazards and effects.		Describe hazard control measures in place.	Likelihood	Severity	Risk rating	Identify any further controls required.	Likelihood	Severity	Risk rating
			L	S	LxS		L	S	LxS
1.	Inadequate planning / preparation	Staff have been given appropriate training. There is a formal Lone Working policy in place and Staff are aware of the formal procedures. Arrangements are in place for staff to raise any concerns							
2.	Specific staff at risk e.g. New or expectant mothers or individuals with medical conditions.	Procedure in place for assessing the specific risks associated with these individuals. Where it can be avoided, lone working is eliminated. Where it cannot be avoided, appropriate monitoring arrangements are in place.							
3.	Inadequate arrangements for staff working early / late / weekends / holidays.	The formal Lone working policy and procedures cover this situation. All windows and external doors remain secure whilst individuals are lone working to prevent unauthorised access.							
4.	Inadequate means of communication	Staff have access to a means of communication whilst lone working (e.g. mobile phone or 2-way radios) They have access to relevant contact details. There is regular communication between lone worker and responsible person.							
5.	Inadequate reporting in / out procedures	Lone worker is responsible for making arrangements with a responsible person. Details should include time of arrival and expected return.							
6.	Transport	Staff have been made aware of good practice regards parking of their vehicles, e.g. in well lit, open areas and as near to the entrance to the premises as possible, avoid cul-de-sacs / potential hiding places and position car in direction to be driven away. When walking staff instructed to take safest route.							
7.	Home Visits	Staff do not make home visits. Where home visits are carried out a preliminary visit is undertaken by two members of staff to familiarise themselves with the premises. Background checks are made to ensure no history of violence or verbal abuse to Local Authority staff. Dogs should be kept secure.							
8.	Conducting interviews	Where possible lone working is avoided. Background checks are made to ensure no history of violence or verbal abuse to Local Authority staff. Potential 'weapons' or 'missiles' are removed from interview areas. There is an effective means for raising an alarm and staff are aware how to respond.							

Record of Risk Assessment	Continuation sheet. Use this page to continue with the Risk Assessment	Date:
	Upon completion, copy and discuss these findings with the Line Manager or their nominated representative.	

Stage 1		Stage 4		Stage 5			Stage 6			Stage 7		
List significant hazards and effects.		Describe hazard control measures in place.		Likelihood	Severity	Risk rating	Identify any further controls required.			Likelihood	Severity	Risk rating
9.	Violence / Physical attack	Staff have been given appropriate training for handling potential violent situations. Personal attack alarms are available. Staff are familiar with reporting procedures, i.e. webrisk.										
10.	Attending to alarm call outs	School uses out of hours security / alarm company that will attend any call out. Where staff attend call outs, there are arrangements in place to inform others of site visit and that an alarm is raised in the event of an accident / incident.										
11.	Hazardous Activities e.g. Working at height, handling or transporting large amounts of cash.	Staff instructed to avoid hazardous activities whilst lone working.										

Stage 2: Indicate if additional assessments req.	Mobility Assistance <input type="checkbox"/>	DSE <input type="checkbox"/>	COSHH <input type="checkbox"/>	PPE <input type="checkbox"/>	Noise <input type="checkbox"/>	Fire <input type="checkbox"/>	Asbestos <input type="checkbox"/>	Other;
Stage 3: Indicate who could be harmed as a consequence of any of the above hazards?	WBC staff <input type="checkbox"/>	Public / Visitors <input type="checkbox"/>		Cleaners / Security <input type="checkbox"/>		Contractors <input type="checkbox"/>		Other ↓
	Pregnant person(s) <input type="checkbox"/>	Disabled <input type="checkbox"/>		Young Persons (under 18) <input type="checkbox"/>		Children (under 16) <input type="checkbox"/>		

Stage 8 Approval	Forward and discuss this Assessment with line manager. Ensure any further controls will reduce the risk to reasonably practicable level. Date risk assessment agreed / actioned:		
	Line Manager Signature:		
Stage 9: Distribution	Verify all stages complete and distribution implemented. Line Manager Signature:		Date verified and distributed:

Record of Risk Assessment	Continuation sheet. Use this page to continue with the Risk Assessment	Date:
	Upon completion, copy and discuss these findings with the Line Manager or their nominated representative.	

1 st Review Date:	Signed:	3 rd Review Date:	Signed:
2 nd Review Date:	Signed:	4 th Review Date:	Signed:

Likelihood		Severity	
4	Almost certain	4	Substantial: Major RIDDOR
3	Likely	3	Moderate: over 3-day injury
2	Unlikely	2	Minor: Non RIDDOR
1	Highly unlikely	1	Trivial: No significant injury

Severity	4	4 Moderate	8 Substantial	12 Intolerable	16 Intolerable
	3	3 Tolerable	6 Moderate	9 Substantial	12 Intolerable
	2	2 Trivial	4 Tolerable	6 Moderate	8 substantial
	1	1 Trivial	2 Trivial	3 Tolerable	4 Moderate
			1	2	3
Likelihood					

Risk classification in action	
Intolerable	Cease this work immediately. Make task/area safe. Inform Service Head now.
Substantial	Not tolerable. Allocate suitable resources directly. Seek professional advice.
Moderate	Start or continue to monitor to ensure existing controls are maintained.
Tolerable	Resume, but continue to monitor to ensure existing controls are maintained.
Trivial	No further action required (i.e. existing safety controls are satisfactory).