

# Lone Working Risk Assessment Record

Updated: 10th Feb 2022

<b>Name of Employee</b>	<b>Katie Sandiford</b>				
<b>Lone working role</b>	Behaviour, Inclusion and Mental Health Lead				
<b>Category of lone working</b>	1				
<b>Control measures selected from menu</b>	<p>No visit</p> <p>Police escort where appropriate</p> <p>Visits to be carried out in pairs</p> <p>Details of visit recorded on a whiteboard in admin office on appropriate campus including location, timings and initials of student/parents</p> <p>Email receptionist (KHM or SRL/AHN), Office manager (JBS or ASS) and TNH with details of visit and what time JCE will return</p>				
<b>Is the employee aware of what they are required to do?</b>	Will discuss with Kate when she returns to work				
<b>Does the employee and manager agree on suitable controls?</b>	Yes - shared with Tim Nash				

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Name of Employee	Alan Hussey Site Team	Adrian Hunt Site team	Alan Cole Site Team	Paul Hand Site Team	Mark Hinton Site Team
Lone working role	4	4	4	4	4
Category of lone working	4	4	4	4	4
Control measures selected from menu	4 (Man down)	4 (Man down)	4 (Man down)	4 (Man down)	4 (Man down)
Is the employee aware of what they are required to do?	Yes, In an emergency the employee should raise the alarm for help by using the Man Down button on the Site/ and minibus Mobile Phones All site personnel update on the procedures 10th Feb 2022	Yes, In an emergency the employee should raise the alarm for help by using the Man Down button on the Site/ and minibus Mobile Phones All site personnel update on the procedures 10th Feb 2022	Yes, In an emergency the employee should raise the alarm for help by using the Man Down button on the Site/ and minibus Mobile Phones All site personnel update on the procedures 10th Feb 2022	Yes, In an emergency the employee should raise the alarm for help by using the Man Down button on the Site/ and minibus Mobile Phones All site personnel update on the procedures 10th Feb 2022	Yes, In an emergency the employee should raise the alarm for help by using the Man Down button on the Site/ and minibus Mobile Phones All site personnel update on the procedures 10th Feb 2022
Does the employee and manager agree on suitable controls?	Yes/No shared with Senior site manager	Yes/No shared with Senior site manager	Yes/No shared with Senior site manager	Yes/No shared with Senior site manager	Yes/No shared with Senior site manager

## Lone Working Risk Assessment Record

Updated: 10th Feb 2022

Name of Employee	Ben Sayers Site team	Aaron King Site Team	Andy Payne Site Team		
Lone working role	4	4	4		
Category of lone working	4	4	4		
Control measures selected from menu	4 (Man down)	4 (Man down)	4 (Man down)		
Is the employee aware of what they are required to do?	Yes, In an emergency the employee should raise the alarm for help by using the Man Down button on the Site/ and minibus Mobile Phones All site personnel update on the procedures 10th Feb 2022	Yes, In an emergency the employee should raise the alarm for help by using the Man Down button on the Site/ and minibus Mobile Phones All site personnel update on the procedures 10th Feb 2022	Yes, In an emergency the employee should raise the alarm for help by using the Man Down button on the Site/ and minibus Mobile Phones All site personnel update on the procedures 10th Feb 2022		
Does the employee and manager agree on suitable controls?	Yes/No shared with Senior site manager	Yes/No shared with Senior site manager	Yes/No shared with Senior site manager		

# Crestwood Community school

## Site Team

### Man Down Procedures

All site staff personnel whilst on duty alone must carry a site radio and the site mobile phone. In the event that the on duty member of staff is involved in an accident or incident the following should take place if they are able to.

Raise the alarm by:

- Contact the Senior Site Manager / Site Team leaders on the site phone by pressing the Man Down 1 or the Man Down 2 button on the mobile screen this will call them directly.
- All site staff have The Senior Site Managers Personnel Mobile in the event that they cannot raise the above Man Down contact then this mobile number can be used (During the schools opening hours) 07852 332359.
- In the event that you are involved in an accident or incident please contact the emergency services for help
- The school closes at 20.00 and cleaning staff are on site with the site team personnel until 19.30. All site staff must book off with the senior site manager via text message phone the site phone when they have completed lock up and leaving site.
- If you are on site at weekends or during holidays lone working, you must contact the senior site manager or a team leader and check in every 2 hours by text or by phone call.
- In the event of you being called in please text or phone the senior site manager/team leaders to make them aware you are attending the site, you may need assistance depending on the callout..