

Lone Working Policy Checklist

Potential Hazard	Control Measures	Yes, No, N/A	Residual Risk Rating (High, Medium, Low)
1.& 2.Lack of Preparation	Have I read the Initial Planning meeting notes?		
	Has a Risk Assessment been discussed?		
	Have I read the Lone Working Policy?		
	Has a Home Education Coordinator completed the Initial visit with me?		
Parking	Am I aware good practice of safe parking?		
On arrival	Am I wearing my ID badge?		
	Am I aware what to do if the reception is hostile?		
	Is there a responsible adult present?		
	Have I been clear about arrangements?		
	Have I arranged teaching sessions between 8 – 4?		
	Do the student's family have my contact details?		
	Do I have the correct contact details for the student?		
	Have I charged my work mobile and alarm fob?		
	Have I received training on the security system?		
3. Dealing with incidents	Am I aware of the basic guidelines re procedures & appropriate responses to threatening behaviour as listed in the Lone Working Policy?		
	Am I aware of the procedures following an incident or accident?		
4. Working environment	Responsible adult present? Doors left open? Wearing ID badge?		
	Work mobile fully charged with emergency numbers in?		
	Is there an RCD circuit breaker or have you borrowed one? Is there a working smoke and carbon monoxide detector?		

	Have you considered: animals, the hygiene, temperature, noise lighting & ventilation of the work space? (portable lights can be borrowed)		
	Any smoking? Or drug use? (Leave) Furniture suitable to work at? (folding table can be borrowed)		
	Any infections that I know of e.g. head lice etc? Do I need to keep germs away from the student & family?		
	Am I carrying plastic gloves to minimise risks from exposure to bodily fluids?		
Transport	Risk Assessment completed? HE3 completed, signed & sent to the office? <ul style="list-style-type: none"> • Roadworthy car? • Insured for business use? Have potentially hazardous activities been Risk Assessed?		
Personal safety	Do I have regular support & supervision? Are RA reviewed regularly? Do I have a blue NCC bag for student information? Have I received encrypted emails with student information? Do I know who the DSLs are to refer to at the Base? Do I have a work mobile and security app? Have I received advice on safe conclusion of lessons?		
Timetable	Have I updated the Base with any weekly changes in my timetable?		
Absences	Have I rung Admin to report a student or my own absence with reasons?		