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| Subject of risk assessment: | Lone working | | | | |
| Brief description of activity, location, feature, activity and equipment used. | Activities cover any that are expected as part of an employees role within LtL.  This includes (but is not limited to):  Working in office other than LtL, school or site.  Working in school playgrounds and outdoor, natural or urban, settings.  Driving, walking, cycling or using public transport including planes, trains and buses.  Only within UK. | | | | |
| Type of assessment  (if play design process) | Designer | Provider | | | Post Installation Monitoring |
| Job title and name of person making assessment | Matt Robinson | | Signature of person making assessment |  | |
| Date of Assessment | 15 December 2021 | | Review Date | 15th January 2023 | |
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| Name of senior manager: | Carley Sefton | | Signature of senior manager: |  | |
| **Risk Management Statement**  LtL recognises that all risks cannot be reduced to nil, therefore this risk assessment prioritises the significant risks. Significant risks are those which pose risk of serious injury, chronic injury, disability or death, or risks that are overly common in interrupting our staff and clients normal work. For all activities, LtL staff will dynamically assesses risks and put in place control measures and record as required, but always within agreed and recorded RBAs.  Concerns, changes in risk management practice or minor injuries that are seen by LtL staff to be significant should be reported to the LtL manager who has signed off this RBA. The correct LtL Incident Report form should be used.  **This RBA should be read in conjunction with LtL’s Health and Safety Policy, other relevant LtL Risk Benefit Assessments and LtL Play Policy (as appropriate).** | | | | | |

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| Activity or feature: | Undertaking work and travel in capacity as employee or sub contractor of Learning Through Landscapes, as outlined in the description above. |
| How will participants benefit? | Participants will be able to undertake their work, to meet the charitable aims of Learning Through Landscapes.  In working alone, participants can often maximise time and resources that are limited. |
| Who will be at risk? | LtL staff. |
| Any local factors that may affect risks or controls: | Remote locations, new locations or new meetings will require more care from staff and managers in assessing their safety. |
| Possible hazards and risks: | Motor accidents or accidents while using public transport that lead to serious injury or death.  Slips, trips or falls and medical emergencies that render employee immobile or unconscious, and in so doing, compounding injuries or situations.  Abduction, personal attack or abuse, leading to physical or mental harm.  Fear for own wellbeing due to being lost, immobile, broken down, minor car accident and/or being out of contact with work and home.  Bad weather related hazards such as falling trees, flooding or becoming snow-bound. |
| Precautions and control measures to reduce the risk severity or likelihood: | LtL Lone Working Procedures shall apply at all times to staff when not working in the LtL designated offices at Winchester or Stirling.  These include:   * Electronic diary and sign in system at each office location, including who, what, where, when and why. * Suitable care when attending new or unfamiliar work location. * Staff members family AND/OR LtL ‘buddy’ to know expected return time. Particular attention to lone working and lone returning staff. * Mobile phones carried and turned on (silent if appropriate). * Drivers to maintain vehicles to good standard or hire vehicle if needed. * LtL Management team at each site to maintain overall overview of where staff are, and be able to access diary information. * LtL ‘Buddy’ to have access to individual’s family contact information and access to electronic diary. * A late back / unusual response procedure is in place. * If staff members work from home or remote sites from for long periods, the LtL Homeworking Risk Benefit Assessment will apply. |
| Precedents or comparisons: | Lone working is a necessary part of many jobs, and has been within LtL for many years without serious incident.  Using cars and public transport is commonplace.  Visiting school and office sites is also common, and most have simple procedures in place for visitor sign in and recording.  Many jobs work in remote and natural places on a daily basis, undertaking a range of tasks. |
| Judgement: | Lone working should not pose a significant risk to our staff, however, LtL recognises the duty of care and consequences of misfortune or attack when solo working, especially without simple control measures in place.  **Staff should be particularly aware when working in remote or quiet locations, at new sites or venues, or in inclement weather.**  **LtL staff and managers will be aware of long-term lone working.** Lone working is a necessity to undertake work and presents a low likelihood of occurrence. |