

# Linchfield Community Primary School

## Lone Working Policy



### Introduction

The Local School Board is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. Lone working is to be actively discouraged and alternatives should be investigated. However, it is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff or contractors may be required, or choose, to work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees" and "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with".

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

The Local Authority's definition of a lone worker is:

*"Lone Workers are those who work by themselves without close or direct supervision".*

### Persons at Risk

At Linchfield Community Primary School, people at risk includes anyone who comes into school alone during closure times e.g. in the evening, early morning, at the weekend or during the holiday.

### Risk Assessment

Risk Assessment It is the responsibility of the Headteacher to ensure that all members of staff have read and understood the Lone Working Policy & Risk Assessment.

A risk assessment must be undertaken for each Lone Worker / lone working episode.

**All Persons who may work alone are required to read and sign the Lone Working Policy & Risk Assessment.**

## **Hazards**

These may include:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list, individuals will be expected to report all situations which leave them open to any health and safety issues to the Headteacher, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

## **Control Measures**

All staff will:

- Lock the entrance once they have entered
- Have a telephone in the room with them
- Have a list of SLT telephone numbers and the numbers of other key holders with them
- Tell someone (partner, friend, parent) where they are and what time they expect to return home
- Give someone a phone number that they can be contacted on
- Not undertake work for which they are not trained/qualified
- Take reasonable care of their own health and safety, including, avoiding working at height, handling heavy loads and using powerful tools.
- Know and follow, relevant safe working procedures and guidelines
- Inform the Headteacher of any relevant medical conditions
- Inform the Headteacher of any hazards or accidents encountered.
- Consider alternative work methods where possible to reduce exposure to the hazard
- Not enter the school premises if there are signs of a break in or intruders.

Where possible outside of normal working hours, staff should arrange to be in school with others. Keyholders are also advised to inform someone when they are attending an alarm call out. Staff should inform the Headteacher/Site Manager when they are on the premises and when they are leaving.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

## **Review**

This policy will be reviewed as part of the non-curriculum policy review cycle.

## Lone Working Risk Assessment

<p><b>Activity / Process / Operation</b></p> <p><b>(If the activity or process is complex it may require more than one risk assessment)</b></p> <p>Lone working</p>	
<p><b>Identify the hazards (anything that can cause harm):</b></p> <p>Working in school alone / in isolated locations – possibility of accident, injury, delayed assistance in emergency</p>	
<p><b><u>Who</u> might be harmed and <u>how</u>?<sup>1</sup></b></p> <p>Person working alone – range of ways from high working to slip/trip etc</p>	<p><b>Estimate Risk Level (H/M/L) now<sup>2</sup></b></p> <p style="text-align: center;"><b>M</b></p>
<p><b>What measures are in place to reduce the risk?<sup>3 4 5 6 7 8 9 10 11</sup></b></p> <ul style="list-style-type: none"> <li>• Lone workers to read lone working policy</li> <li>• Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height)</li> <li>• Notify manager/head teacher of start time and when finished.</li> <li>• Reduce time spent working alone so far as is reasonably practicable.</li> <li>• Means to summon assistance close to hand, mobile phone carried.</li> <li>• Notify staff on site of location / estimated duration of task if working on site remote from others.</li> <li>• Adequate security in place.</li> <li>• Access to site controlled e.g. through coded doors etc.</li> <li>• Ensure all external doors / windows secured to prevent unauthorised access.</li> <li>• Do not allow access to unknown callers.</li> <li>• External lighting is adequate</li> </ul>	<p><b>Estimate Risk Level now<sup>12</sup></b></p> <p style="text-align: center;"><b>L</b></p>

<sup>1</sup> Consider the number of people exposed

<sup>2</sup> Estimate initial risk High, Medium or Low

<sup>3</sup> Has all the health and safety information been obtained including policies, procedures etc?

<sup>4</sup> Can the hazard be eliminated or safer substitution achieved?

<sup>5</sup> Consider all necessary control measures including procedural and technical controls

<sup>6</sup> Are controls to the required standard and regularly maintained?

<sup>7</sup> Have emergency action plans been considered?

<sup>8</sup> Is training and instruction adequate and information available?

<sup>9</sup> Is supervision adequate?

<sup>10</sup> Is PPE required?

<sup>11</sup> Is health surveillance required?

<sup>12</sup> Estimate risk level achieved – High, Medium or Low

<p><b>What further action is needed to reduce the risk? (State actions)</b></p> <p>Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.</p>	<p><b>Specify dates</b></p> <p>As necessary</p>
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**Relevant employees who need to be informed of this risk assessment (employees to sign when they have read).**

Name	Signature	Name	Signature
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	

**Monitoring Arrangements** (eg Before each use/occasion, during handover/staff meeting, weekly, monthly, quarterly, annually during site inspection etc)

**Staff to be reminded of policy prior to each holiday**

**Review Date/Frequency**

Termly

<p><b>Name of Assessor: Katie Brockington</b></p> <p><b>Job Title: Headteacher</b></p> <p><b>Date of Assessment:</b></p>	<p><b>Signed:</b></p> <p>(Manager/Head of Establishment/Setting)</p> <p><b>Name:</b></p> <p><b>Date:</b></p>
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