



# LONE WORKING POLICY

## INTRODUCTION

1.1 The Meadow Community Primary School and Pre-School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy details our approach in both identifying these risks and adequately managing them.

1.2 Lone workers are defined by the Health and Safety Executive (HSE) as "those employees who work by themselves without close or direct supervision".

1.3 Within The Meadow Community Primary School and Pre-School a lone worker will most probably fall within one of the following categories:

- Working alone in an isolated part of the premises (e.g. the boiler room);
- Work carried out at certain times (e.g. early morning opening, late closure, low attendance periods);
- Work undertaken away from the main premises (e.g. external play / sport schemes, off-site meetings, supervision of an isolated activity, etc);
- Attendance at work outside working hours (e.g. security alert, contractor supervision)

1.4 The school recognises that lone working presents particular risks; these shall be identified and assessed using the risk assessment procedure.

1.5 The Headteacher will identify where and when lone working takes place and:

- Establish and supervise safe systems of work; provide and ensure that employees have received appropriate training;
- Regularly monitor and review all risk assessments, policies and procedures so they remain suitable and sufficient;
- Investigate any incidents or near misses and introduce additional control measures where necessary;
- Provide and maintain any safety equipment or lone working devices and ensure that all guidance provided is understood by the employee and adhered to.

1.6 Employees have a responsibility to ensure their own safety and that of their colleagues by adhering to safe systems of work and guidance issued to them; to use all safety equipment provided to them at the appropriate time and in the appropriate



manner; to report unsafe activities or faulty equipment to their line manager and report all incidents or near misses immediately.

## 2. RISK ASSESSMENT

2.1 The Headteacher is responsible ensuring that risk assessments have been undertaken for all lone working activities.

2.2 The risk assessment will address three main features:

- Whether the work can be done safely by lone workers.
- What arrangements are needed to ensure, so far as is reasonably practicable, that lone workers are not exposed to significantly more risks than employees who work together.
- Decide the level of additional controls including training that will be required for persons working alone.

2.3 The following questions are to be addressed in the completion of the risk assessment:

- Does the workplace present specific risks to the lone worker?
- Is there safe access and egress for one person?
- Can one person safely handle all plant, work equipment, substances and goods, especially ladders?
- Will the climate / weather conditions affect the lone worker?
- Will the lone worker's duties take place near to traffic routes?
- Will the lone worker use or be exposed to hazardous substances?
- Will the lone worker be working out of daylight hours?
- Will issues of personal safety be involved?
- Will there be a risk of fire?
- Has the lone worker a medical condition that may present a specific risk?
- Will the work take place at another person's workplace?
- Will the lone worker come into contact with unsupervised animals?
- How stressful will the work be for the lone worker?
- Is there sufficient supervision and communication available?

2.4 A job-specific risk assessment shall be carried out for each lone worker identified and the appropriate risk controls and training implemented.

2.5 The completed risk assessment, controls and arrangements shall be discussed and agreed with the lone worker and the completed risk assessment shall be retained and filed.

2.6 The school shall review the risk assessment annually, and more frequently if required by previous assessment rating, introduction of new equipment or work or changes in the nature of the work. The risk assessment shall also be reviewed following an accident, a near miss or a dangerous occurrence.

### 3. CONTROL MEASURES

3.1 It is the schools policy that long periods of lone working should be avoided. When it cannot be avoided suitable and sufficient control measures will be adopted.

3.2 Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours. The experience and training of staff and the activities to be undertaken will be considered before allowing lone working. Lone workers must be considered by the Headteacher to be capable of responding correctly in an emergency situation.

3.3 Staff should not enter the school premises if there are signs of intruders, but are advised to immediately call the police. Staff must not place themselves in danger by challenging intruders or vandals. In the event of a fire, all staff should follow the schools Fire and Emergency Evacuation Plan.

3.4 Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

3.5 The school has a mobile telephone which staff who are lone working may elect to carry with them. During extended periods of lone working (e.g. during the summer holidays), all lone working staff should establish their own checking in and out system with work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number to call if the lone worker fails to return home at the expected time. (Appendix 1 provides details of a possible 'Buddy System')

3.6 Staff will receive suitable and sufficient information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks.

3.7 In a situation where two or more people are working in isolated areas of the school staff should keep each other informed about their movements.

3.8 Lone workers should not undertake activities that involve working at height, or any tasks which have been identified as medium or high risk, or which are potentially hazardous given their own level of experience and the nature of the task.

3.9 The school will ensure regular monitoring is sufficient to ensure the risk control measures are implemented and adhered to.

### 4. INCIDENT REPORTING

4.1 All incidents and injuries should be recorded, no matter how trivial they might appear. This includes accidents and incidents that occur whilst working alone. This

includes any incidents of physical or verbal abuse, which should be reported to management as soon as possible after the incident.

4.2 Since it is impossible to guarantee safety, post incident support will be available to anyone who does become a victim of violence.

September 2017

Agreed by the Local Governing Body on 14th September 2017

Signed:

A handwritten signature in black ink, appearing to read 'Steve Lilley', is enclosed within a thin black rectangular border.

Mr Steve Lilley Chair of the Local Governors

To be reviewed in September 2020

A handwritten signature in black ink, appearing to read 'Steve Lilley', is enclosed within a thin black rectangular border.