

Staff Lone Working Policy



Governors' Committee Responsible:	Resources Committee
Nominated Lead Member of Staff:	Headteacher
Status & Review Cycle:	Non-Statutory Three yearly
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General Statement

This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the Headteacher or to the person designated to oversee Health and Safety.

Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours. These are deemed to be from between 06:30 and 18:00, Monday to Friday. (After 5.00 p.m. on an average school day)

Legal Position

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

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 cooperate 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 Ash Manor School, people at risk may include anyone who comes into school alone during closure times and particularly the site manager.

Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- Risk of violence - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- Plant and equipment - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- Work at height - Working at height will not be undertaken when working alone.
- Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- The worker - The medical fitness, competency and medical condition of workers working alone will be assessed.
- Manual handling – lone workers will not attempt to lift heavy items.
- Access and egress - Some lone working may require access to locations which are difficult to access or exit. Some areas that are used after dark or outside usual school hours. Some areas where it is possible to encounter intruders. Assessments will consider whether these tasks are suitable to be carried out by one person.

This is not an exhaustive list, individuals will be expected to report all situations to the Headteacher or Health and Safety representative which leave them open to any health and safety issues, 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

In order to manage the risks identified, we have introduced the following control measures:

Risk of violence:

- Staff are required to lock themselves in the buildings when lone working.
- Avoid lone working by working in groups of two or more.
- Out of term time – staff are to sign in and out at the main reception.
- Staff are advised to carry a mobile phone when working alone. Let someone know you are coming into work, how long you expect to be and when you are leaving.

- Do not undertake work which you are not qualified or trained to undertake.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not let unauthorised persons into the buildings when lone working.
- All staff are required to give 24 hours' notice to the Headteacher before lone working, either after hours or through holiday periods. The school will be locked during these periods.
- Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support must be gained before entering the school.
- Take reasonable care of their own health and safety, for example, use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Inform the Headteacher or health and safety representative of any relevant medical conditions.
- Inform the Headteacher or health and safety representative of any hazards or accidents encountered. All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.
- Ash Manor School will: provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.
- Where possible outside of normal working hours, staff should arrange to be in school with others. Key holders are also advised to inform someone when they are attending an alarm call out and follow the protocol outlined in Appendix 1 of this policy. Staff should inform the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours. Staff are provided with the Site Manager's mobile phone number.

First aid:

For those working on our premises, first aid kits can be found in the reception, staffroom, kitchen, PE, Science, Geography, Technology and the Medical Room.

Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the Headteacher, the staff member's nominated person or the emergency services.

Communication: Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.

- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

Emergency Services Information

1. Dial 999 and be ready to give the following information:
2. Telephone number: 01252 353900
3. Address: Ash Manor School
Manor Road Ash
Surrey
GU12 6QH
4. Give the exact location in the school
5. Give your name
6. Give a brief description of the situation
7. Inform the emergency services of the best entrance to the area of the school.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

Electric	01622 605489
Gas	0800 111 999
South East Water	0333 000 0002
School mobile (1)	0790 802 1357
Out of Hours Caretaker	0782 818 7348
Site Manager	Ext 242 – Working Hours Out of Hours Emergency only 07867 807 791
Ash Manor Sports Centre	01252 325484

6. Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

Training

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

Line Managers

It is the responsibility of the Headteacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone.

If the nature of the tasks change in any way, he must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence

Safeguarding

Who to contact : Ms A Bailey – Headteacher 07342 882 672
Mr R Milner – Deputy Headteacher 07342 882 679

Do not be the only adult in the room with a student.