



Chapelford Village Primary School

Lone Working Policy

Learn

Achieve

Respect

Chapelford Village Primary School

Santa Rosa Boulevard

Warrington

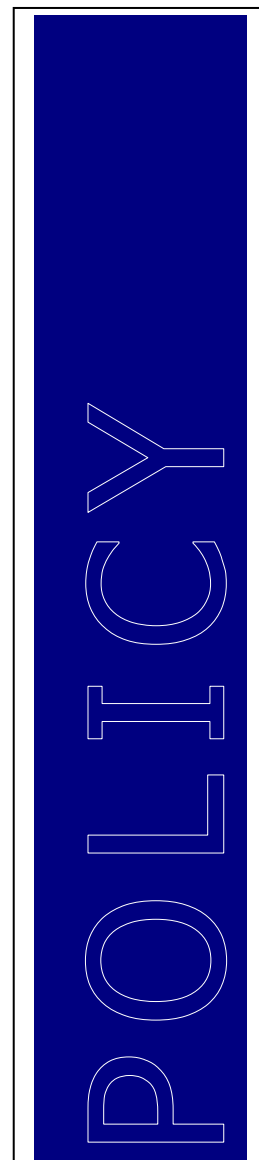
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1	June 2008	New Document adopted by Full Governing Body
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Lone Working Policy

1. Introduction

There are times where staff work alone. The majority of times they do so without significant risk, e.g. persons working alone in offices are unlikely to be at significant risk provided appropriate precautions are in place.

However, there are occasions when this is not so. Working alone can introduce or accentuate hazards, e.g., lack of assistance if needed, inadequate provision of first aid, sudden illness, violence from others, emergencies, failure of services and supplies etc.

We must ensure that lone working is safe.

General duties of the Health & Safety at Work etc., Act 1974 and specific duties of the Management of Health Safety at Work Regulations requires that we provide a safe environment, safe equipment and safe systems of work for its employees and those working on its premises. These requirements are applicable to all work situations and in particular where staff are working alone or outside normal working hours.

This document lays down generic guidelines for Chapelford Village Primary School.

2. Definition

Lone working is intended to cover all work proposed to be undertaken alone where the risk to the individual lone worker may be increased either by work itself, or by the lack of on-hand support should something go wrong.

Lone working can occur:

- During normal working hours at an isolated location within the normal workplace.

OR

- When working outside normal working hours - such as at a weekend or in the school holidays.

3. Statement

The school acknowledges that there may be an increased risk to health and safety of its employees, when working alone. Risk assessments should be undertaken to identify risk to the lone worker and measures introduced to minimise risks wherever reasonably practicable.

Examples of Risk Activity

Activities	Control Measures
<p>People engaged in tasks they would normally undertake in their office or around school e.g. caretaker and where the work does not involve use of dangerous machinery equipment or hazardous substances.</p>	<p>Lone work is permitted, but it is good practice to ensure that a second person is aware of the first person's location and they have access to means of communication.</p> <p>It is recommended that the second person could be a relative/friend who knows where the first person is located and approximate time of return. Relevant details should be exchanged e.g. telephone number, time of lone working, check times for the worker, leaving the building arrangements.</p> <p>Provisions for emergencies are in place e.g., escape routes open, fire fighting equipment, first aid, etc.</p> <p>Staff are aware of the correct incident reporting procedures and are encouraged to report actual and near miss incidents to the Headteacher.</p>

When working alone in the school building.	All exits need to be secured to ensure no one can access the site i.e. gain access to the building. The person on site needs to be clear of the nearest exit from the building.
Checker checking the lone worker - for periods of more than one hour.	As part of the checking system the lone work will indicate a time of lone working, the checker will telephone through this period to check the lone worker is safe. If the period of work is an extended period the checker will telephone more than once within that time.

Selection and Consideration of Control Measures

Clearly the types of control measures for a lone working activity will vary depending on the type of work, location, experience of worker and local conditions. The questions that need to be asked are:

1. Whether the risk of the work can be adequately controlled by one person, or are more people necessary?
2. Does the workplace present a special risk to the lone worker?
3. Is there safe access and exit for that person?
4. Can one person handle all the plant and equipment needed?
5. Is the equipment safe and regularly maintained?
6. Is the lighting and ventilation sufficient?
7. Can substances and materials involved in the work be handled safely by one person? Hazardous substances which are subject to Control of Substances Regulations (COSHH) must be considered carefully and risk assessments undertaken.
8. Is the person medically fit to work alone or have special needs DDA?
9. Do lone workers fully understand the risk involved in the work?
10. Are clear written procedures established by Schools and limits set as to what can and cannot be done whilst working alone, when to stop work and seek advice?
11. What is the appropriate level of supervision for the task? The extent of supervision required should be identified by Managers.
12. Are there contingency plans in place should an alert/alarm be raised by the lone worker? Are these plans and procedures well known by staff and students?
13. Have arrangements been made for illness, accidents and emergencies?

14. Have staff and students received information, instruction and training?

Staff Responsibility

It is the responsibility of the employee/student to adhere to safe systems of work and to report any difficulties, failure of equipment or general concerns on any Health and Safety issues to their line manager or Headteacher. Incidents should be reported.

Anyone who is working on the school site as a lone worker (when it is not part of their normal duties) **must inform the Headteacher of their intention to do so and have this agreed before the work is to take place.** They must inform the Headteacher of the activities that are to take place and the length of time they will be working alone within the school.

Conclusion

Working Alone can bring additional risks to work activity. The activities identified within this guidance are not exhaustive, consequent risks should be effectively identified and managed.

The 'lone worker' is obligated to follow the outcomes of the risk assessment and consequent agreed procedures.

All staff who find they need to work on their own in the building must adhere to the risk assessment in the Risk Assessment folder.

This policy is to be reviewed by Staff, Governors and Headteacher.

Date : 17.06.08