



Lone Working Policy

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1. Policy statement

Hamwic Education Trust (HET) will undertake to ensure compliance with the relevant legislation with regard to the provision of lone working for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for lone working at a school is held by the school leader who is the responsible manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

2. Rationale

The HET is committed to reducing the risks to employees during periods of solitary or lone working. There are a range of measures that can be followed to address the risks associated with working alone.

3. Objectives

The HET will provide monitoring of procedures, training, and management of risks associated with the risks to staff by carrying out risk assessments and introducing appropriate preventative and protective measures to reduce those risks so far as reasonably practicable.

4. Strategies for implementation

Line Managers shall ensure that:

- In any work situations where it is a legal requirement or where there is a local instruction that a person must not work alone, that any worker is accompanied by a work colleague;
- any remaining solitary work is risk assessed to ensure that risks are controlled for lone workers;
- the risk assessments are reviewed on a regular basis and in any case after a serious accident or incident in which a person working alone is involved;
- any person required to work alone has no health condition that would make the risks of lone working unacceptable;
- lone workers receive appropriate information about safe working practices, receive training as required and have access to equipment which is safe, well maintained and appropriate for use by a person on their own;
- persons who work alone are adequately supported, so far as is reasonably practicable, during their period of lone working;
- persons who work alone have procedures in place for reporting their concerns about lone working to management;



- persons who have to work alone are aware of their own responsibilities with regard to their health and safety, including the need to co-operate with management on health and safety matters;
- persons who work alone are informed and as necessary trained in how to deal with foreseeable accident, illness and emergency situations including self-provision of basic first aid.

5. Definitions

Solitary or lone working – covers a range of working situations where people work by themselves without close or direct supervision. Examples include:

- Staff attending external meetings/events throughout the day or during evenings;
- when only one person works on the premises or is isolated within premises, e.g. site managers;
- people work separately from others for long periods;
- people work outside their normal hours;
- workers are away from their fixed base, e.g. visiting school's/work places;
- site team and cleaning staff.

Risk assessed – the hazards from lone working include those risks other workers experience, but the lack of another person to assist or support could make the risk far higher. This could include:

- Any injury where there are no other people to administer first aid or call emergency services;
- moving heavy or awkward objects without colleagues.

Note: people who work alone should not be at an unacceptably higher risk than colleagues who do not.

Controlling risks – Line managers need to ensure that suitable controls are in place that will eliminate or adequately reduce risk to lone workers. This could include:

- Regular contact by phone or radio;
- automatic or manual alarms that can be used in an emergency;
- systems for logging lone working visits and for checking people have returned from lone working to their workplace or home.

Health Conditions – some medical conditions or their medication may make it inappropriate for an individual to work alone. This may be a temporary or permanent condition and must be taken into account when completing a risk assessment. Staff must inform their line manager of any change in their health which may affect any lone working. Managers are advised to take advice from occupational health where there are any questions relating to an individual's fitness for lone working.



Adequately Supervised – line managers need to supervise people who work alone. This could include:

- Periodic site visits;
- regular telephone contact;
- calling staff in for one to one or team meetings.

Accident/Illness/Emergency - Information regarding the premises' emergency procedures and danger areas should be given to lone workers

- They should have access to adequate first-aid facilities, and mobile workers should carry a first-aid kit suitable for treating minor injuries. Occasionally, risk assessment may indicate that lone workers need first aid-training.

6. General guidance

All staff should exercise the following precautions:

- Lock doors when alone;
- when two or more people work late try to leave the building together;
- park cars as close to the access door as you can;
- when off site on school business and planning to return home directly without returning to school first, let someone at home know where you are working and what time you plan to be home, if it is not at the usual time. Keep this person informed of any changes to the information you have given them. This person can then take any necessary action if you do not arrive home as planned;
- when off site on school business and planning to return to school ensure someone at school knows your plans, where you are working and what time you plan to be returning to school.

Apply common sense at all times. If you feel uneasy, act upon it straightaway.

7. Other relevant policies and documentation

- Lone person/working risk assessment;
- Health and safety policy;
- Safe guidance procedure.

8. Monitoring, review and evaluation

The head of estates will monitor the implementation of this policy and include lone working issues in the report to the board of trustees.