



THE RACKHAM
C OF E PRIMARY SCHOOL

Lone Working Policy

Policy Number: SCH 061

Date: September 2023

The Rackham C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Introduction

Lone workers are those employees who work by themselves without close or direct supervision.

The following situations are covered by this policy:

- Only one person is working on the premises such as the caretaker
- Caretaker or last employee in the building/locking up
- Employees working outside of normal working hours, i.e. weekends and holidays
- People attending out of hours meetings/functions
- Working in an isolated part of the grounds or building
- Contractors

There is no legal prohibition to working alone, however any hazards must be identified, risk assessments carried out and measures put into place to control any risks. (see appendix 1 for risk assessment)

All employees should consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. As this is not always possible all staff are made aware of this policy and the procedures required for lone working.

Purpose of Policy

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation and to describe the procedures which will minimise such risks.

Procedures

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- Ensure that someone is aware that you are working alone and that you keep in regular contact and/or have given an expected time of return
- Ensure that external doors are kept closed and locked
- Have a mobile phone to hand or access to the phone in the office
- When entering or leaving the building during darkness, make sure your key is readily available and be alert for intruders
- As staff are leaving the building after lone working, they should contact someone to let them know that they have left the building. This call should be made once the

school has been locked.

- If leaving the building at night after a function/meeting try to leave with others
- Do not confront intruders or unauthorised users unless you are sure it is safe to do so
- Notify the head teacher, site manager or police if there is any sign of intrusion or if you are concerned about unauthorised users.
- Do not enter the building alone if there is evidence that it has been broken into; staff must wait for back up

In the case of employees with certain medical conditions it may be necessary to seek medical advice before allowing them to work alone.

All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures e.g. fire.

Staff Responsibilities

It is the responsibility of the head teacher to:

- Ensure that all staff are aware of this policy and that procedures are adhered to through a system of monitoring lone working, i.e. through a signing in system
- Establish times when staff can work in school 'out of hours', i.e. in the holidays without lone working. This can be achieved by asking staff to only work in school in the holidays when the caretaker is at work or to arrange to come into school with another person.
- Ensure that all safety checks are maintained, i.e. testing of fire alarms and maintenance of emergency exits

All staff should:

- Exercise appropriate levels of personal safety awareness;
- Communicate concerns and report accidents, incidents or 'near-misses';
- Ensure you use any equipment or procedures put in place for your safety;
- Report any failures in systems or equipment provided for your safety;
- Familiarise yourself with the above procedures for lone working and supporting risk assessments;
- Advise managers of any circumstances that may affect their ability to work safely (e.g. relevant medical issues);
- Ensure that you support any lone worker monitoring systems where directed to do so, i.e. signing in and out of building
- Ensure family members or partners have work emergency contact details where necessary.

Unacceptable Lone Working

- Working at height
- Manual handling of heavy or bulky items

Home Working

Staff are not required to work at home. If they elect to work at home it is their responsibility to ensure that they operate to the same standards and procedures applicable on school premises.

Appendix 1

SERVICE AREA / TEAM		The Rackham C of E Primary School				
ACTIVITY / TASK		Lone Working				
COMPLETED BY & DATE		J Adams September 2023				
REVIEW DATE		July 2024				
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Working at Height	Caretaker Falls, Cuts / abrasions, muscular skeletal and other physical injuries	<p>Avoid if possible: use contractor provided by Property Management Service: Caretaker undertake ladder training;</p> <p>Work at height risk assessment;</p> <p>Review equipment provided: is it appropriate</p> <p>Manual Handling Training</p> <p>Staff aware of emergency procedures</p> <p>Reduce time spent working alone so far as is reasonably practicable.</p> <p>Notify staff on site of location / estimated duration of task if working on site remote from others.</p>	<p>Ensure access to Mobile phone or main office phone, numbers know to all.</p> <p>Check D Bowran's current ladder training renewal date</p> <p>Notify head teacher / manager of intention to work outside regular hours.</p> <p>Manual Handling Training- check whether this training is required.</p> <p>Ensure a colleague, partner, friend etc is aware you are working alone and who to contact in the event of</p>	<p>D Bowran; J Brown</p> <p>D Bowran; J Brown</p> <p>D Bowran; J Brown</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

			overdue contact.			
General working on site	All staff, pupils: Threats, abuse, physical assault etc. by third party: Physical injury Emotional distress, stress, anxiety, vulnerability Sickness absence	Avoid Lone work if possible e.g. two staff remain to lock up: agreed end of day Site Security arrangements: access codes Information lone working and personal safety including managing violence and diffusing aggression Location information and timings to colleagues/family. Communications by mobile telephones. Adequate lighting Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc.and lone working activities avoided where practicable.	Head teacher agrees that individual can work on school site alone, e.g. during school holidays			
Manual Handling	Staff Physical injury	Manual Handling Risk assessment Avoid moving heavy or bulky items which is likely to put you at risk. Re schedule work to a time when	Manual Handling training.- check whether this is a requirement for caretaker			

		assistance is available.				
Dealing with Contractors	Staff; various e.g. abuse	Specific requirement identified e.g. new build, lone work arrangements as above. Individual provided with all relevant information about contractor and contract				
Unlocking gates / doors in the morning and securing site at night.	Caretaker / Cleaners, slips and trips, cuts and abrasions, ill health, assault by unknown	Written school procedures,				
working offsite alone Home visits etc.	Staff Colleagues Accident / injury, delayed assistance in emergency. Physical assault / verbal abuse. Cuts / abrasions, muscular skeletal and other physical injuries	For home visits background information on the family is gathered beforehand, a specific risk assessment conducted where necessary Where higher risk identified visits not to be conducted alone. All staff to be familiar with lone working procedures. Mobile phone available, charged and switched on. Agreed schedule –times				

		<p>and location of visits to be known. Response procedure in event of overdue contact. Contact point available in office Staff own experience and training in recognising signs of aggression and avoiding / de-escalating this.</p>				
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This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

Approved and signed by:

Headteacher



Signed:

Date: 7th September 2023

Chair of Governing body



Signed:

Date: 7th September 2023