



Policy Details:

Reviewed: April 2020

Next review: April 2022

Policy history:

April 2020	Policy updated Inclusion of COVID-19 arrangements	James Bancroft (Principal)
November 2017	Policy updated to include latest guidance	James Bancroft (Principal)
January 2013	Policy written	Graham Prince

This policy was reviewed by the Local Advisory Board in Autumn 2 2020.



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 Principal.

Lone working is to be actively discouraged and alternatives should be investigated. However, it is recognised that there are occasions when members of staff, or contractors, may be required, or choose to, work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

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 -

- during normal working hours at an isolated location within the normal workplace, or
- when working outside normal business hours.

Working hours are deemed to be between 07.00 and 18.00, Monday to Friday.

This policy refers to all users of the site, including people who aren't employed by The Learning For Life Partnership.

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**

Risk Assessment

It is the responsibility of the Principal to ensure that all members of staff have read and understood the Lone Working Policy and Risk Assessment.

A risk assessment must be undertaken for each lone worker.

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.
- **Use of hazardous equipment** – equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- **Working 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, and capability of workers working alone will be assessed
- **Access and egress** – some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.



General Control Measures

The following general control measures will be in place to manage the risk of working alone:

- Anyone working alone should not do so without the permission of the Principal
- The experience and training of all staff members and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Principal. Whenever possible, it is recommended that staff members work with a partner.
- If it is safe to do so, doors should be locked when lone working and they should ensure that areas of the school not in use are kept secure.
- Members of staff should not work alone if they have medical conditions that might cause incapacity of unconsciousness.
- All lone working members of staff should establish and record on their risk assessment their own checking in and out system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number. Someone out of school should know that you are working in school.
- The school signing in system should be used, even during school holidays. In addition, staff members should notify the Site Manager by text when arriving/leaving to avoid being locked in accidentally. This is particularly important if you have walked or not parked in the staff car park.
- Anyone working alone has a responsibility to make themselves familiar with and follow the school's safety procedures and know the location of safety equipment, including first aid kits.
- All accidents and near misses should be recorded in the school's records (at the school office).
- If members of staff rely on mobile phones, they should ensure that their network has good reception within school.
- In the event of any concerns, immediately contact the Emergency Services, the Site Manager or the Principal.
- Walkie-talkies are available to communicate with members of staff in isolated areas of the school.
- Working at height is not allowed.
- COSHH sheets should be available at all times – if in doubt, do not use chemicals.
- Use of hazardous equipment must be avoided when lone working – if in doubt, do not use equipment.
- All members of staff should be mindful of having a good work-life balance.
- Training is given to anyone who could work alone.
- Personal details must be kept updated on Arbor.
- Staff are required to consider the weather conditions before coming into and while at work.
- The lone worker should be familiar with fire evacuation procedures.

Unacceptable Working Alone Practices

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

Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Principal. 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.



Wistaston Church Lane Academy

"We will challenge, excite and encourage a love of life and learning in every child"

Lone Worker Policy

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