

Wheatfield Primary School

'High Achievement through Growing and Learning Together'

Lone Working Policy

(Non-Statutory)

Issue No 4

January 2018



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Approved by Governors:
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Lone Working Policy

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CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	July 2015	New policy adopted using the model recommended by the local authority H&S unit.	D Hickson
2	December 2017	Document reviewed. No updates required as policy meets the latest guidelines set by the Local Authority.	Denise Hickson

SUMMARY

This policy should be read in conjunction with all other school guidelines and policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed during the annual Health and Safety audit process and updated as and when changes occur within that process or as part of a legislative change. This is to be reported in the annual H&S report to governors.

REFERENCE DOCUMENTS

- [1] Health and Safety Policy
- [2] Lone Working Risk Assessment

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MAIN DOCUMENT

1 STATEMENT

The school aims to ensure, as far as is reasonably practicable, that staff who work alone are not exposed to risks to their health and safety by identifying these risks and implementing safe working practices to manage them.

2 OBJECTIVES

The objectives of the policy are to ensure that:

- Lone working is defined.
- Lone workers are identified.
- Risks inherent in lone working are assessed and suitable precautionary measures are put in place.

3 DEFINITION

For the purpose of this policy, a lone worker is a person who works for some or all of their time by themselves without direct or close supervision. Lone working is generally permissible provided:

- Work can be solely undertaken by one unaided person.
- There are arrangements for the lone worker to call for help if necessary.
- The employee has sufficient knowledge, experience or expertise.

Lone working may occur during normal working hours at an isolated location within the school e.g. in a different block or remote classroom or outside on the school playing field or on home visits or when working outside of normal business hours which includes school holiday periods.

Lone workers may include: site managers; caretakers; key holders; cleaners; head teachers and other teaching staff and support staff. If applicable, it will also include home workers. Consideration also needs to be given to any self-employed people engaged at the school and visitors such as contractors.

4 PROCEDURES

4.1 Head Teacher, School Business Manager and Caretaker

The Head Teacher, School Business Manager and Caretaker will ensure that staff who work alone are identified, the risks are assessed and steps taken to avoid or control risks where necessary. This will include the following:

- Discussing and agreeing lone working arrangements with lone worker which will include considering potential risks and measures to control them.
- Taking steps to ensure risks are removed where possible, or putting in place.
- Control measures, e.g. carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety.
- Providing instruction, training and supervision.
- Reviewing risk assessments periodically or when there has been a significant change in working practice.

4.2 Staff

Staff who work alone will, in consultation with their manager or co-workers, consider all potential risks and are required to follow specific safety precautions put in place to prevent

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harm. They shall take care of themselves and others affected by their work and co-operate with Head Teachers/managers in meeting their obligations. Any problems met whilst lone working will be reported to their Head Teachers/manager immediately.

5 CONTROLLING RISKS

Account will be taken of the work to be carried out and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Situations where people work alone will be identified and the following confirmed:

- Lone working is appropriate for the task.
- The workplace does not present any special risks to the lone worker.
- There is a safe way in and out of the school.
- Equipment, substances and objects can be handled by one person.
- There is low risk of violence and/or aggression.
- Staff are aware to report any violent incidents which should occur.
- Staff have sufficient experience to work alone.
- It is acknowledged that certain individuals are at more risk than others e.g. if they are young, pregnant, disabled, have a health condition or are a trainee. In these instances, employees will not work alone.
- If English is not the lone workers first language, suitable arrangements are in place to ensure clear communications, especially in an emergency. If this cannot be arranged, employees will not work alone.
- The person is medically fit and suitable to work alone.
- Training has been undertaken to ensure competency in safety matters.
- The lift is not used when staff are working alone.

Some tasks may always be inappropriate for lone working. There are tasks where a second person is needed to provide assistance and support or where a person gets into difficulty may be unable to call for help.

Risk assessment will help decide the right level of supervision required for a job. The school accept that there are some high risk activities where at least one other person may need to be present. Examples include:

- Working in confined spaces.
- Work at Height.
- Working at or near live electricity conductors.
- Dealing with unpredictable client behaviour and situations.

6 MONITORING LONE WORKERS

Consideration has been given as to how the lone worker will be monitored/supervised.

The extent of supervision required will depend on the risks involved and the ability of the lone worker to identify and handle health and safety issues. Procedures to monitor lone workers have been put in place and may include one or more of the following:

- Head Teacher/Managers to periodically visit or otherwise contact lone worker.
- Maintaining regular contact with lone worker using either a telephone, email or radio.
- Systems being in place if contact is not maintained. This includes visiting the site or contacting a spouse (pre-arranged).

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- Checks that lone worker has returned to their base or home on completion of a task.
- Considering what happens if a person becomes ill, has an accident, or there is an emergency.
- Use of an incident management centre. These are commercially run organisations who use a variety of systems to help protect/track a lone worker.
- Consider the introduction of a 'Buddy' system. This may be used in conjunction with other systems. Staff will need to have access to a mobile phone which may be provided to each member of the team who work on their own or department/faculty mobile phones will be allocated when necessary. If the latter is used, it must be ensured that the correct telephone number is recorded against the employee's (lone workers) name.

7 LONE WORKING RISK ASSESSMENT

A lone working risk assessment has been completed and emailed to all employees to make them aware of the expected working practices to be followed when working alone in school or on school business. The risk assessment is available on the network and can be accessed at all times by all staff.

8 FIRE ALARMS

Lone workers are particularly at risk if a fire occurs in the place or area of their work. This is because some lone workers are less likely to be aware of a fire until they themselves see or smell it. In work areas where multiple workers are present early hazard identification is more likely but the lone worker has only their own set of senses to rely on and the need for them to be vigilant at all times should never be understated.

If you are absolutely certain that there is no fire and the alarm has gone off unintentionally, please ring our Monitoring Station (Securiguard) on 01752 204911. Tell them what has happened and that the fire alarm has accidentally gone off and that you do not need the emergency services. The information they might ask is:

Your Name
Account Reference: 01/5599
Password: Coggins

9 CONCLUSION

All lone workers are expected to fully cooperate with safe working practices put in place and report any incident which may lead to a review of procedures.