

Inspire Partnership Multi Academy Trust

Lone Worker Policy

Appendix to Health & Safety Policy



Policy Review Date – Sept 2021

Date of Next Review – August 2024

Personnel Responsible – Chief Operating Officer

Introduction

The Governing Body of **Name of School** have a duty of care for all personnel under **the Health and Safety and Work Act 1974 and the Management of Health and Safety at Work Regulations 1999** to make suitable risk assessments of work activities including the risks of academy personnel working alone.

Definition

For the purposes of this policy lone working is any activity that requires an employee working on their own or without close or direct supervision where there are no other people who could reasonably be expected to come to their immediate aid or contact help on their behalf in the event of an incident or emergency. Lone working may occur outside normal academy/school hours which are **8.30 to 16.30** and may be dangerous due to acts of aggression or violence by others, hazards in the workplace or the lack of help should an accident or illness occur. It is recommended that staff should only work alone on the academy premises if it is absolutely necessary.

Aim of the Policy

The aim of this policy is to have in place risk assessments and safety procedures for lone workers.

Roles and Responsibilities

Role of the Governing Body

The Governing Body will:

- Delegate powers and responsibilities to the Headteacher of the school to ensure all a staff and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring policies are made available to parents;
- Assume responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- Ensure all staff, pupils and parents/carers are aware of and comply with this policy;
- Undertake Risk Assessments that will cover all work currently undertaken alone;
- Ensure that all staff are aware of and comply with the associated risk assessments;
- Monitor the effectiveness of this policy;

- **Role of Staff**

Staff will:

- Comply with all the afore mentioned aspects of this policy;
- Recognise the hazards and risks involved by working alone by:
 - Attending training and information sessions;
 - Following the safe working procedures such as first aid, communication procedures and emergency procedures;
 - Complying with the safe working procedures;
 - Reporting any concerns they have.

Risk Assessments

A Lone Worker risk assessment 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.
- Plant and equipment - Plant and 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, members of staff should have regard to the separate Working at Heights Policy.
- Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone. Members of staff should have regard to the CoSHH requirements in the Health & Safety Policy.
- The worker - The medical fitness 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.
- The location of the workplace;
- Lines of communication;
- The need for training and instruction;
- Supervision of the lone worker/s;
- Dealing with unexpected illness, accidents or emergencies.

Control Measures

In order to manage the risks identified, the Governing Body have introduced the following control measures:

Minimising the Risk of Violence

- Staff are required to lock themselves in the buildings when lone working.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

- All staff are required to give 24 hours notice to the Headteacher before lone working, either after hours or through holiday periods. The school will be locked during these periods.
- Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the academy/school. If there is any sign of an entry **under no circumstances should personnel enter the building**, support **must** be gained before entering the building.

Communication

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site
- Carry either a mobile phone or school mobile phone at all times when lone working.
- Let someone know in advance when you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

First aid

For those working in **Name of School**, first aid kits can be found in the **enter locations, staffroom and kitchen**.

Emergency procedures

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone to contact either the Headteacher, the staff member's nominated person or the emergency services.

Access and egress

Staff are required to consider weather conditions before coming into school and while at work.

Instruction, training and supervision

Consideration should be given to the required level of instruction, training and supervision required for each lone worker based on their individual requirements.

Unacceptable Lone working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height;
- Manual handling of heavy or bulky items;
- Transport of injured persons.

It is the responsibility of the Headteacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that the tasks described above are not carried out by one person alone. If the nature of the tasks change in any way, the Headteacher must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

Safe System Procedures

All staff are asked to follow the safe system for lone workers:

- To inform their line manager or main office when they will be working alone;
- To inform someone close to them where they are and when they will be home;
- To have the school mobilephone, or personal mobile with them;
- To have a list of contact telephone numbers in case of an emergency;
- To ensure the main door is locked;
- To have a torch with them in a case of a power cut;
- To park in a well lit area close to the main door;
- To be aware of the location of a first aid kit at hand;
- To be trained in how to raise the alarm in the event of a fire
- To ensure that the work they are doing does not involve working at height and lifting heavy goods.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed, and the necessary recommendations for improvement will be made to the governors.

Head of Academy/School:		Date:	
Chair of Governing Body:		Date:	