



Winterton Junior School Lone Working Policy

Introduction

The Senior Leaders and Governing Body are committed to ensuring staff; volunteers and contractors enjoy a safe working environment. The school recognises that there are occasions when teaching, support, administrative, caretaking, cleaning or other staff may be required to work alone or in isolated situations. Lone working may introduce risks into a normally non-hazardous work activity.

Definition

A lone worker is someone who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the school, or working outside normal school hours.

Lone working is deemed to be working in a situation where there are no other people who could reasonably be expected to give immediate assistance in the event of an accident or emergency.

Categories of Lone Workers

Within Winterton Junior School a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied building.
- Those who work in an isolated part of a building/school grounds.
- Those who work on the premises outside of normal working hours, at weekends or during holidays.

The following staff are identified as most likely to be in a position to be a lone worker:

1. Caretaker
2. Cleaners
3. Headteacher
4. Deputy Headteacher
5. Assistant Headteacher
6. Business Manager
7. Pastoral Manager

Risk Assessment

It is the responsibility of the Headteacher and Health and Safety Co-ordinator to ensure that an annual Lone Working Risk Assessment is undertaken and that members of staff are

aware of the content. The following factors are taken into consideration:

- **Risk of violence.** All lone working situations are assessed for the risk of physical or verbal threats.
- **Plant and equipment.** Those working alone assess all equipment for its suitability for use.
- **Chemicals.** Those working alone assess any chemicals used for their suitability for use.
- **Working at height.** Working at height may be undertaken when working alone, if a suitable and sufficient risk assessment is done and any control measures implemented.

The Headteacher and Health and Safety Co-ordinator evaluate hazards identified for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors are given a copy of the Lone Working Policy & Risk Assessment and are required to complete an assessment relevant to the work they are undertaking before starting work. The Contractor is required to fully comply with all aspects of the relevant Health & Safety Legislation whilst working on site.

Controls

In order to minimise the risks from lone working, the following measures are taken:

- Staff seek the permission of the Headteacher before working alone on the school premises outside normal school hours. The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.
- Staff do not arrange meetings with parents or members of the public when lone working. Meetings must be arranged during school occupancy times, or when there are other members of staff on site.
- Staff should not enter the school premises if there are signs of a break in or intruders. Normally the intruder alarm will have been activated, Secom Plc monitor the alarm system, are first call key holders and will call the police.
- Staff lock doors when lone working and ensure that areas of the school not in use are kept secure. Staff never place themselves in danger by challenging intruders or vandals; the police are called for assistance.
- Staff do not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- Staff members working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel keep each other informed about their movements via the school walkie-talkies.
- Contractors have access to their own first aid kit suitable for treating minor injuries.

Any injuries are reported to the school and recorded in the accident book.

- Lone workers do not undertake activities that involve the handling of money or any task that has been identified as medium or high risk or which is potentially hazardous given their own level of experience and the nature of the task.
- All school personnel are reminded about the importance of maintaining a healthy work/life balance.
- All lone working staff establish their own checking in and out system with family, friends or work colleagues. Lone workers provide a relative or friend with a telephone contact number (Line Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

Key Holders

Key holders may need to attend premises outside of normal business hours. This may be to carry out normal work activities or because of some other emergency that might have occurred.

Key holders information is registered with Secom Plc. A register of key holders is also held in school.

Good practice dictates that at least three key holders are appointed in order to cover holidays and sickness etc.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher and/or Health and Safety Co-ordinator. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher and/or Health and Safety Co-ordinator any aspect of work related risks.

The Headteacher and the Health and Safety Committee will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Lone Working Policy written by Cheryl Baxter: Autumn 2016

Lone Working Policy accepted by staff: Autumn 2016

Lone Working Policy Adopted by Governors: Autumn 2016

Lone Working Policy Review date: Autumn 2017

Lone Working Risk Assessment

Hazard Identified	Level of Risk	Action required to limit the risk
Working at height	Medium	Suitable and sufficient risk assessment must be done and any control measures implemented.
Locking up school in the evening	Low	Staff to check area is safe before locking up. Keys required to be readily available. Mobile phone to be at hand if needed.
Open Site	Medium	Rear playground gates and doors to be locked. Access only via front gate and main reception. Automatic barrier to be in normal operation,
Fit to work	Low	Staff do not work alone if they have medical conditions that might cause incapacity or unconsciousness. Permission must be sought from the Headteacher.
Dealing with trespassers on site	Low	Staff do not place themselves in danger by challenging intruders or vandals; the police must be called for assistance.
Severe Weather (freezing)	Medium	No lone working to be carried out unless a suitable and sufficient risk assessment has been completed.
Tools/Materials	Low	Any tools/materials used must be fit for purpose and the operator must be trained and competent to use them.
Chemicals	Medium	Any chemicals used must be listed on the COSHH register and appropriate cautions taken.