



# Garlinge and Parkside Schools and Nurseries Federation

## **Lone Working Policy**

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## **1. Policy Statement**

The School has a legal duty to ensure the health, safety and welfare of its staff while they are at work.

At any given time there are numbers of staff who are working alone, whether as a substantial part of their working life or on an occasional basis.

The School has a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary, and staff have responsibilities to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

This policy outlines a sensible risk-based approach towards lone working. Safe lone working can be achieved by ensuring that safe systems of work are made available through management processes and used by all employees.

## **2. Scope**

This policy applies to all current employees of Garlinge Primary School and Nursery and Parkside Community Foundation Primary School.

## **3. Adoption Arrangements and Date**

This procedure was adopted by the Governing Body of Garlinge Primary School and Nursery and Parkside Community Foundation Primary School on 9 July 2024.

This policy will be reviewed by the Governing Body every 3 years or earlier if there is a need. This will involve consultation with the recognised unions where there have been material changes.

## **4. Definition**

The Health and Safety Executive (HSE) defines lone workers as those 'who work by themselves without close or direct supervision'. Lone workers may include:

- People working separately from others in a building.
- People who work outside 'normal' hours.
- People who work away from their fixed base without colleagues e.g visiting people in their homes.
- People who work at home.

Some staff members may spend most of their working lives with others but find themselves working alone occasionally, for example when working late. Others will work alone on a daily basis. This policy refers to frequent lone workers and occasional late workers.

## **5. Responsibilities of the lone worker**

The employer holds the main responsibility for protecting the health and safety of lone workers.

Nonetheless, lone workers themselves have a responsibility to help their employer fulfil this duty, and so they must:

- Take reasonable care to look after their own health and safety.
- Safeguard the health and safety of other people affected by their work.
- Co-operate with the school's health and safety procedures.
- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given.
- Not misuse equipment provided for their health and safety.
- Report all accidents, injuries, near-misses and other dangerous occurrences.

## 6. Responsibilities of the School

The Executive Headteacher will ensure that staff who work alone are identified, the risks are assessed and documented on the Lone Working Risk Assessment (appended) and steps taken to avoid or control risks where necessary.

This will include the following:

- Discussing and agreeing lone working arrangements with lone workers (the experience and training of staff and the activities to be undertaken will be considered before allowing lone working).
- Staff should seek permission from the Executive Headteacher to work alone on the school site outside normal school hours.
- Staff working alone have a responsibility to make themselves familiar with, and follow, the school's safety procedures and location of safety equipment.
- Lone workers must be considered capable by the Executive Headteacher of responding correctly in an emergency situation.
- If English is not a lone worker's first language suitable arrangements will be in place to ensure clear communications, especially in an emergency situation.
- Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure.
- Staff should consider access and egress to ensure there is a safe way in and out of school when lone working.
- Staff must not let unauthorised persons into the building when lone working.
- Staff should not enter the premises if there are signs of intruders but are advised to immediately call the police and a representative of the school
- Staff must not place themselves in danger by challenging intruders but should call the police for assistance.
- All lone working staff should establish 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 contact telephone number for the SLT to call if the lone worker fails to return home at the expected time.
- If staff rely on mobile phones, they must ensure their network has good reception within the school site. Although mobile phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
- Lone workers should have access to a first aid kit suitable for treating minor injuries.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- Lone workers should not undertake activities that involve the handling of money, working at height 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.

Some tasks may always be inappropriate for lone working as there are tasks when a second person is needed to provide assistant and support.

The School accepts there are some potentially high risk activities where at least one other person should be present. Examples include:

- Working in confined spaces.
- Working at height.
- Working at or near live electricity conductors.
- Working with specialist equipment such as tools with a cutting edge
- Home visits.
- Dealing with unpredictable behaviour and situations.

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

The Lone Working Risk Assessment will be subject to review to ensure it is relevant and current to the operational needs of the school.

Policy adopted by Governing Body on July 2024

To be reviewed July 2027

Signed by Executive Headteacher J. Williams

Signed by Chair of Governors M. Graham

## Lone Working Risk Assessment

<b>PART A: ASSESSMENT DETAILS</b>		
School address:		Date of assessment:
Executive Headteacher:	James Williams	Planned review date:
Signature:		Date communicated to staff:

<b>PART B: HAZARD IDENTIFICATION AND CONTROL MEASURES</b>		
Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how	Step 3 Identify precautionary measures already in place
List of significant hazards	Who might be harmed?	Existing controls (actions already taken to control the risk)
Isolated location	Premises team Cleaning staff	<ul style="list-style-type: none"> <li>• Lone working usually restricted to times when at least two persons are present in the building</li> <li>• Use of signing in and out system that is monitored</li> <li>• Arrangements for regular contact between the lone worker and other members of the team</li> <li>• Premises team provided with mobile phones which must be carried at all times</li> <li>• No high risk tasks e.g working at height, electrical work etc are undertaken alone</li> <li>• Lone workers given suitable training to help them deal with foreseeable emergencies</li> <li>• Good housekeeping procedures and a hazard reporting procedure in place</li> <li>• Personal protective equipment provided including equipment for adverse weather conditions</li> <li>• Well-maintained security system in use on all buildings</li> </ul>

				<ul style="list-style-type: none"> <li>• Staff have access to risk assessments for particularly hazardous tasks</li> <li>• Increased security provided with use of CCTV and secure access and egress</li> <li>• Increased lighting provided on access and egress routes and car parks</li> <li>• Lone workers use checking in and out system with family, friends or colleagues including providing SLT contact details in case lone worker fails to return as expected</li> </ul>
Staff medical conditions or disabilities	Any affected staff	Accident/injury/possibility of falling ill/delayed assistance in an emergency	<ul style="list-style-type: none"> <li>• Pre-employment health clearance submitted for all staff to identify existing medical conditions</li> <li>• Specific risk assessments undertaken for pregnant workers and those with a medical condition/disability who are required to work alone</li> <li>• Lone workers must have been assessed and considered capable of responding correctly in an emergency</li> <li>• First aid facilities available at all times in all buildings</li> <li>• Lone workers use checking in and out system with family, friends or colleagues including providing SLT contact details in case lone worker fails to return as expected</li> </ul>	
Manual handling, equipment, working at height, COSHH	Premises team Cleaning staff	Accident/injury/delayed assistance in an emergency	<ul style="list-style-type: none"> <li>• Staff trained in safe handling and use of all equipment used</li> <li>• Staff given information about the risks involved with all tasks and precautions to be taken e.g PPE to be worn</li> <li>• Staff not to use any damaged machine or equipment</li> <li>• Staff not to carry out any maintenance work if they have not been trained to do so</li> <li>• Equipment is stored correctly and in designated areas</li> </ul>	

Environment and weather conditions	Premises team	Accident/injury/delayed assistance in an emergency	<ul style="list-style-type: none"> <li>Any tasks identified as hazardous are not undertaken outside of normal operating hours e.g working at height</li> <li>Staff provided with clothing for all weather conditions e.g waterproof jacket, appropriate footwear</li> <li>Staff advised to take precautions e.g using sun cream and covering bare skin if working outside for prolonged periods</li> <li>Staff to refer to specific risk assessments for any outdoor tasks they undertake e.g for snow clearing see the 'Severe Weather Risk Assessment'</li> </ul>
Premises and grounds security	Premises team Admin team	Accident/injury/possible violence at work/intruders/delayed assistance in an emergency	<ul style="list-style-type: none"> <li>Premises are locked (but exit from inside is possible in case of emergency e.g door release during fire alarm) when the school is closed and staff are working alone</li> <li>Access to building is restricted to authorised personnel only outside of normal hours</li> <li>Staff should not enter any building if there are signs of intruders</li> <li>Lone workers keep in regular contact with their supervisor or colleagues</li> <li>Increased security is provided with use of CCTV and secure access and egress</li> <li>Increased lighting provided at exit doors</li> <li>Lone workers advised to position their vehicles as close to final exit routes as possible to allow them to leave the premises quickly and safely</li> </ul>
Ability to access welfare facilities	Premises team Cleaning staff Admin team	Illness/injury	<ul style="list-style-type: none"> <li>Staff provided with access to drinking water and toilets</li> <li>Lighting suitably controlled</li> <li>Staff made aware that heating/cooling may be reduced outside normal working hours</li> </ul>

Driving	Minibus drivers	Accident/injury	<ul style="list-style-type: none"> <li>• Staff trained in minibus driving</li> <li>• Staff to drive minibus in accordance with highways law</li> <li>• Staff to drive minibus at appropriate speed for road conditions</li> </ul>
Use of office equipment	Admin team	Illness/injury	<ul style="list-style-type: none"> <li>• Staff to have regular breaks from DSE</li> <li>• Assessments for users of DSE in accordance with Health and Safety policy</li> <li>• Workstation and equipment set up to ensure good posture</li> </ul>

