

# Spalding Parish Church of England Day School

*We are a caring Christian Community built on Compassion,*

*Trust, Friendship and Hope.*

## Lone Working Policy



Date of Policy:

July 2017

Date of Review:

July 2019

Adopted by Governing Body:

September 2017

Signed by Chairman of Governors:

Katherine Wright

A handwritten signature in black ink, appearing to read 'Katherine Wright'.

## Introduction

At Spalding Parish Church of England Day School we recognise that there are occasions when teaching, support, administrative, caretaking, cleaning or other staff may be required to work alone or in isolated situations. This may mean an increased risk to the health and safety of that individual. This policy sets out the approach to identifying these risks and managing them.

## 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

A lone worker will most probably fall within one of the following categories:

- Staff that are required to work alone for all or most of the time, such as site or cleaning staff working in the evening or early mornings.
- Staff staying on to finish work after others have left, or those who regularly work late or start early, before anyone else gets into the building
- Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone has gone home.

## 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. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

## Risk Assessment

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.

**Plant and equipment** - plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.

**Work 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 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.

## Procedures

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

- Staff seek the permission of the Head teacher before working alone on the school premises outside normal school hours.
- 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.
- Lone workers should not undertake activities that have been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
- Staff ensure that someone is aware that they are working alone and either give them an expected time of return or keep in regular contact.
- Mobile phones can provide a level of security and peace of mind, but are not solely relied upon. If carrying a mobile phone, Staff check the battery charge level and signal strength.
- Lone workers check that all external doors are kept closed and locked.
- If leaving the building at night after a meeting or function, staff leave with others.
- Lone workers do not confront or challenge unauthorised persons or intruders, unless they are sure it is safe to do so.
- Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety and First Aid equipment.
- If there are any signs of unauthorised access or unauthorised persons on site, the Head teacher, a senior member of staff, or the police are contacted.

## Policy Implementation

It is the responsibility of the Head Teacher, to monitor the tasks being carried out by staff and ensure that any lone worker follows good working practices and safe systems of work.

The school Site Manager Dan Clifton will carry out an annual Lone Working Risk Assessment.

## Policy Review

This policy will be reviewed in two years.