



*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

## **LONE WORKING PROCEDURES**

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative and grounds staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

### **Categories of lone workers**

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

- Those who work in an otherwise unoccupied buildings
- Those who work in an isolated part of a building/school grounds
- Those responding to an alarm call out after normal school hours
- 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 lights, set the alarm and lock up the premises after everyone has gone home

### **Definition of Lone Working**

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

### **Risk Assessment**

It is the responsibility of the Headteacher to ensure that all members of staff have read and understood the Lone Working Risk Assessment and have been issued with these Lone Working Procedures.

### **Controls**

Staff should seek the permission of the Headteacher to work alone in the buildings outside normal school hours. The Premises Manager should be informed of anyone working in the building outside of normal hours. Access to the school will only be permitted if either the Premises Manager or Headteacher are in school on that day. Arrangements for access to the building during holidays are circulated to staff in advance.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher. Whenever possible it is recommended that staff work with a colleague.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Premises Manager's/Head of Residential Provision/Deputy Head of Residential Provision) to call if the lone worker fails to return home at the expected time.

Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although 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.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, 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. Staff working at height in an isolated building must follow Limsfield Grange School's Working at Height Procedures.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

Staff are required not to arrange meetings with parents or members of the public when lone working. All meetings must be arranged during normal school occupancy times or when there is more than one member of staff on site for the duration of that meeting.

Staff are required not to approach or let into the buildings unauthorised persons when lone working.

Staff are required to have access to a school phone or carry a personal mobile phone at all times when lone working and must be aware of the Premises Manager's number 07734 438202.

### **First Aid**

For those working on school premises, first aid kits can be found at the following locations:

- Main kitchen
- Front office
- Upstairs surgery
- IT suite
- Swimming pool
- Science lab
- Gym
- Minibuses
- School car
- Annual review office

### **Emergency procedures**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/school phone to call the relevant emergency services.

## **Access and egress**

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

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 or Health and Safety Co-ordinator (Premises Manager). 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 or Health and Safety Co-ordinator (Premises Manager) any aspect of work related risks.

The Headteacher and Health and Safety Co-ordinator (Premises Manager) 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.