



Lone Working Policy

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

Governors Committee Responsibility:

Resources

Date Approved:

Summer 2020

Review Period:

3 yearly

Next Review Date:

Summer Term 2023

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2017

Limpsfield Grange School – Lone Working Policy

Background and rational

Limpsfield Grange School is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, residential, 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.

For the purposes of this policy, a lone worker is any individual who spends some or all of their working hours alone. This may occur either during normal working hours at an isolated location within their normal workplace, or when working outside normal working hours or outside the normal workplace.

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

Aims of the policy

Limpsfield Grange School recognises that there may be an increased risk to the health and safety of its employees while working alone. This policy sets out our approach to both identifying these risks and adequately managing them.

Scope

This policy is applicable to staff, Governor's, volunteers and contractors who come to Limpsfield Grange School.

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). Section 2 requires us to ensure, as far as is reasonably practicable, the health, safety and welfare at work of our employees. Similar duties are owed to other workers, such as temporary agency workers under section 3 of the HSWA, where we will ensure such persons are not exposed to risks regarding their health and safety. 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 cover all work currently undertaken alone (or proposed to be undertaken alone), where the risk may be increased by the work itself, or by the lack of on-hand support should something go wrong. Once all jobs involving lone working have been identified, the following factors will be considered:

- **Site Security** - all lone workers should have a copy of the school site security policy and sign that they have read the document.
- **Risk of Violence** - all jobs involving an element of lone working will be assessed for the risk of verbal threats, or violence.

- **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 and must comply with health and safety provisions for the use of ladders and scaffold towers in accordance with the Work at Height Regulations 2005 and the Work at Height Amendment Regulations 2007.
- **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. Staff will be encouraged to refer any concerns to their GP as soon as is reasonably practicable.
- **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. Staff are required to consider weather conditions before coming into and while at work.

Control Measures

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

Risk of violence

- 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 a member of the Senior Leadership Team is in school on that day, or the Site Manager is on the premises. There will be a few occasions when permission is given for a staff member to come into school when neither SLT nor the Premises Manager are on site, for example to feed the animals when the Site Manager is away. In these circumstances they must notify the Headteacher or School Business Manager that they are on site, and must carry their mobile phone with them at all times. 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 permitting lone working. Lone workers must be considered capable by the Headteacher of responding correctly in an emergency situation. 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.
- Members of 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.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Members of staff are required not to handle cash when lone working.

Communication

- Staff members are required to avoid lone working wherever possible by arranging to work in pairs or as a group.
- Staff members are required to sign in and out.

- 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 members are required to carry a mobile phone or have access to a school telephone at all times when lone working and must be aware of the Premises Manager's number 07734 438202.
- 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, they should keep each other informed about their movements.
- Staff members are required to comply with fire evacuation procedures.

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

First Aid

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

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|--------------------|----------------------------|
| • Main kitchen | • Gym |
| • Front office | • Minibuses |
| • Upstairs surgery | • School car |
| • IT suite | • Annual review office |
| • Swimming pool | • Premises managers office |
| • Science lab | • Workshop |

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 Premises Manager, Headteacher, the staff member's check in person or the relevant emergency services.

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 (this must always be undertaken by more than one member of staff).

Training

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

Line Managers

It is the responsibility of individual line managers to monitor the tasks being carried out by staff. In particular they are responsible for ensuring that any prescribed tasks are not carried out by one person alone. If the nature of the task changes, in any way, the line manager 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.

Lone worker responsibilities

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). They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so may result in disciplinary action/and or be a disciplinary offence.

Limpsfield Grange 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.

Related links

<https://www.hse.gov.uk/toolbox/workers/lone.htm>

<http://www.legislation.gov.uk/ukpga/1974/37/section/2>

<https://www.hse.gov.uk/pubns/hsc13.pdf>

Related policies

Health and Safety policy

Fire policy

Child Protection & Safeguarding policy

Staff Behaviour policy

Review

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed

Dated