

Calveley Academy



Lone Working Policy

Confirmation that the Lone Working Policy has been discussed and approved by the Staff and Directors

November 2021

To be reviewed **November 2022**

LONE WORKER POLICY

GENERAL RESPONSIBILITIES

The Acton CE Primary Academy acknowledges its general responsibilities under the Health and Safety at Work Act 1974. The Management of Health and Safety at Work Regulations 1999 places a duty on all managers to make a suitable and sufficient assessment of the risks involved with all work activities.

EMPLOYEE RESPONSIBILITIES

Health and Safety is the direct concern of all employees at all levels, and they are charged under the Health and safety at Work Act 1974 with a duty of care for their own safety, the safety of fellow workers and of any person affected by the Academy Trust's activities. Employees also have a duty to co-operate with the Academy Trust to enable it to carry out its duty of care. Therefore the Academy looks to every employee to maintain continuous safety awareness, to be alert to existing and potential hazards and the need to minimise and report them.

LONE WORKING

Lone workers are those who work by themselves without close or direct supervision. Lone workers should not be more at risk than other employees.

RISK ASSESSMENT

There is no general, legal prohibition on working alone.

The Headteacher is to ensure that suitable and sufficient risk assessments are carried out prior to lone working activities commencing. This process should identify the hazards associated with specific lone working activities and will determine appropriate control measures which must be implemented. Employees and the Health and Safety Representative should be involved in the risk assessment process as, in most cases, they will be aware of the hazards arising from work activities.

When carrying out the risk assessment, particular consideration should be given to:

- The remoteness or isolation of workplaces
- Any problems of communication
- The possibility of interference, such as violence
- Criminal activity from other persons
- The nature of potential injury or damage to health
- Previous incidents / accidents in relation to lone workers and

their work activities

- The level of experience and knowledge of individuals
- Existing risk assessments and safe systems of work
- Anticipated "Worst Case" scenario
- The nature of the activity
- The availability of first aid facilities and first aiders
- Medical fitness and suitability for lone working

Appendix A lists employees who may be classified as lone workers
Appendix B provides advice to staff and guidance for managers and supervisors who are responsible for employees who are required to work alone.

INFORMATION, INSTRUCTION AND TRAINING

Training will be given as appropriate. This policy must be read in conjunction with the Health and Safety policy.

ADVICE AND GUIDANCE FOR LONE WORKERS

Employees should carry out their own informal "Personal Assessment of Risk" before undertaking any activity which involves working alone. Before attending work, employees should inform someone that they will be in a Lone Work situation. There should be a further agreement that the employee will make contact with that individual every 2 hours.

If at any time the employee has a feeling something is wrong, they should rely on their senses / professional judgement. The manager should be contacted before the task is undertaken to seek clarification or advice.

MONITORING

The Head Teacher and Governors will monitor the effectiveness of the control measures of the risk assessment process to find out how successful they have been.

REVIEW OF POLICY

This policy is effective from November 2021 and will be reviewed every other year.

Appendix A

Headteacher: Ray Rudd

Mobile 07792 227430

Site Maintenance Officer: Marcus Ashcroft

Home 01270 368757

Mobile 07817 930550

Administration Officer: Jane Horton

Mobile 07748 178540

ASC Manager: Stephanie Palin

07914 951991

Appendix B

Guidance for lone working

While in the building alone:

- Keep all entrances locked
- Keep mobile phone with you and be aware of where phones are in the building.
- Inform a family member where you will be and agree to contact them at two hourly intervals.
- Leave a contact number for the Headteacher with the family member so there is a cascade system if contact is not made at any point or concerns are raised.
- If you realise that there are intruders on the site, causing a nuisance or damage, do not approach them, ring one of the following

Risk Category	Control Measures
Risk 1 Employees working within the After School Club	Mandatory <ul style="list-style-type: none">• Employees must be briefed on the measures required to ensure their workplace is secure if they are lone working and emergency procedures.• Make use of the emergency contact numbers if required
	For guidance and consideration <ul style="list-style-type: none">• Consideration should be given to ensuring that employees receive appropriate training in dealing with confrontational situations

<p>Risk 2 Employees working in offices or other secure locations outside of normal working hours or who routinely work in these locations on their own. e.g Administration officer, Headteacher and Class teachers.</p>	<p>Mandatory</p> <ul style="list-style-type: none"> • Employees must be briefed on the measures required to ensure their workplace is secure if they are lone working and emergency procedures. • All employees must record an itinerary of their movements that is accessible to their manager/colleagues. Details made available should include location, car make, model, registration number and mobile phone number. • Employees must maintain regular contact with someone off site. • Teachers must not use step ladders when on <p>For guidance and consideration</p> <p>Employee must be deemed well enough to work on their own</p>
<p>Risk 3 Employees responding to intruder alarm calls for school property out of hours.</p>	<p>Mandatory</p> <p>For out of hours alarm calls each team must have clear instructions for employees. Employees who are expected to respond to alarm call-outs must have access to a personally issued work mobile with appropriate reception or have indicated that they are willing to use their personal mobile in such circumstances and that it has appropriate network coverage for the area in question. Where possible, lone working to respond to an alarm should be avoided through the use of contracted key holder arrangements. Where it is not possible then a contact arrangement must be put in place. Where dealing with violence and aggression training is not provided, the line manager should give clear information to lone workers on what work can and cannot be done alone; when to withdraw or stop work; communication and check-in procedures; signs of escalating violence and aggression and emergency procedures.</p>

	<p>For guidance and consideration</p> <p>Consideration should be given to ensuring that employees receive appropriate training in dealing with confrontational situations Consider issuing a personal safety alarm.</p>
<p>Risk 4 SMO activities undertaken in holidays</p>	<p>Mandatory Activities to be undertaken should be approved by the Headteacher first. No high risk activities must be undertaken when lone working e.g. working at</p> <hr/> <p>For guidance and consideration</p> <p>High risk activities completed when another employee is on site.</p>