



Annex 1 to the Health and Safety Policy Lone Working Policy

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This policy sets out the management of Lone Working in the school, including responsibilities, training and records.

1. POLICY STATEMENT

- a. The School will undertake to ensure compliance with the relevant legislation with regard to the provision of lone working for all pupils and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

2. THE LAW

- a. As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Department for Education website www.education.gov.uk and the Health and Safety Executive website www.hse.gov.uk.
 - i. Health and Safety at Work Act 1974.
 - ii. Management of Health & Safety at Work Regulations 1999

3. BASIS FOR THIS POLICY

- a. This policy is based on HCC Children's Services Safety Guidance Procedure No. No: 03/07 dated 1 August 2011, Lone Working.

4. DEFINITIONS

- a. For the purposes of this policy, lone workers are defined as staff who work by themselves in situations where there is no close or direct contact with a colleague e.g. only one member of staff working in the school out of normal school hours; a member of staff making a solo visit to a parent/carer/child at the home address.

5. MANAGEMENT

- a. The Headteacher will ensure that:
 - i. Risk assessments (see below) for lone working at Barncroft Primary are carried out and kept up to date.
 - ii. Staff receive the correct level of information and training (see below).
 - iii. Proper records (see below) are kept for staff training.
 - iv. Staff who work alone are aware of their own responsibilities with regard to their own health and safety.
 - v. Feedback from any source of concerns or problems with lone working are properly investigated and acted upon.
 - vi. Safe working procedures for regular lone working situations are developed and recorded, including response plans to manage alarm calls/emergencies (e.g. missing persons), and that staff are made aware of these procedures.
 - vii. There is adequate support for staff, so far as is reasonably practicable, during periods of lone working.
 - viii. There is evaluation of the effectiveness of any control measures put in place to manage lone working and review them whenever working practices change, or after a serious incident involving a lone worker.

6. GENERAL REQUIREMENTS

- a. Aspects of lone working that give cause for concern are sudden illness, security breaches and incidents that cause injury to the person.
- b. Staff are not to work alone when there is a known risk or threat to a solitary worker. In those cases they should always be accompanied by another member of staff or other suitable arrangements must be made that will ensure their safety is maintained.
- c. The state of health of individual staff must be a consideration when making arrangements for them to work alone.

- d. In the event of staff undertaking lone working off site, a written record must be deposited in advance in the Admin Office of the staff member's intended movements.

7. RISK ASSESSMENTS

- a. In all cases of expected lone working, a risk assessment must be carried out to determine safe practice. Standing risk assessments may be carried out to cover specific and regular lone working activities, such as teaching staff working late and the caretaker working out of school hours. Children's Services Risk Assessment Template Form Ratf-011, Lone Working Risk Assessment should normally be used.
- b. A lone working risk assessment should include:
 - i. The degree of isolation of the member of staff.
 - ii. The layout of the intended workplace.
 - iii. The physical security provided by the intended workplace and measures required to make it secure.
 - iv. Any previous knowledge of potential behavioural problems amongst client groups or their family and friends including known threats of violence.
 - v. Particular risks to women or young persons working alone.
 - vi. The nature and degree of exposure to any biological or chemical agents.
 - vii. The form, range and use of any work equipment and the way in which it is handled.
 - viii. The degree and type of supervision that is required.
 - ix. The method to be adopted for obtaining assistance if required.
 - x. Monitoring arrangements for lone workers.
 - xi. The extent of health and safety training provided, or found to be necessary.
 - xii. The likelihood of harm occurring to an individual through their activities at work where they might work alone.
 - xiii. There are some high risk activities where the lone working activity requires at least one other person to be present and the assessment should indicate whether the job can be adequately controlled by one person
 - xiv. Whether any protective equipment that may be necessary for safe lone working of the particular activity.
- c. Once risk assessments have been carried out, and lone workers have been identified, the risks to staff should be categorised as being low, medium or high. Control measures should reflect these categories of risk as follows:
 - i. **Low Risk** employees might need –
 - 1. personal safety awareness training,

2. simple control measures such as a booking in/out system.
- ii. **Medium Risk** employees might need –
 1. personal safety awareness training
 2. additional training in handling aggression/violence
 3. inclusion in a monitoring system
 4. means of emergency contact (eg. discrete alarm or programmed mobile telephone).
 - iii. **High Risk** staff should not be carrying out their duties alone.
- d. If, as a result of the conclusions of the risk assessment, there is a significant risk to staff carrying out a specific task or undertaking a workplace activity alone, the Headteacher will prohibit them from doing it and if practical make arrangements to provide help or back-up.
 - e. There may, in some lone working situations, be some residual element of personal danger despite all the best efforts to eliminate or minimise risks shown in the assessment. In those cases it will be necessary for the introduction of preventative and protective control measures to further reduce those risks. Such control measures may include instruction, training, supervision or protective equipment and will require the development of robust monitoring procedures for staff.

8. INFORMATION & TRAINING

- a. All staff who will be lone working must receive instruction and have a full understanding of the lone working arrangements. Lone working training will be delivered to all staff at induction and at regular periods thereafter.
- b. The training will be based on the needs identified in the appropriate risk assessment. Such training should indicate the limits of what can/cannot be done while working alone.
- c. If required, courses that are available from Hampshire Learning Centre are shown in the Learning Zone on Hantsweb at:
<http://www3.hants.gov.uk/learningzone.htm>
- d. The Admin Officer will maintain a record of all instruction and training given to members of staff.

9. SUPERVISION

- a. An appropriate level of supervision must be provided where any work-related activity or task has been categorised as lone working and the risk assessment indicates a need for supervision. The higher the risk the greater the level of supervision may need to be.

- b. In all cases the person appointed to provide supervision must be competent in all aspects of that supervision.
- c. Although lone workers cannot always receive constant supervision, the Headteacher can provide guidance in difficult situations, so they should make themselves available, so far as reasonably practicable, by using telephone cascade systems/similar contact arrangements.
- d. Supervisors will need to monitor lone workers by such means as:
 - i. Periodic visits and observing employees when working alone to check good practice.
 - ii. Making arrangements for keeping in contact by telephone.
 - iii. Using a monitoring system that meets the needs of the situation.
 - iv. Having a check that the employee has returned to their base or home on completion of their task.

10. STAFF RESPONSIBILITIES

- a. All staff have an obligation to follow and co-operate with the requirements of this policy. They have a general duty to take care of their own health, safety and welfare and to ensure that they don't put themselves or others at risk.
- b. In particular, staff must co-operate by:
 - i. Reporting any concerns or problems regarding lone working to the Headteacher.
 - ii. Reporting any medical conditions or health problems (temporary or otherwise) that could affect their ability for lone working in safety.
 - iii. Reporting all accidents, incidents and dangerous occurrences whilst lone working in line with school policies and procedures.
 - iv. Attending relevant training courses.
 - v. Using recommended control measures, including safe working procedures, which have been designed for their safety.

Appendix 1.

Safe Working Procedures

To be issued once relevant Risk Assessments have been completed.