

# LONE WORKER POLICY

## 1. INTRODUCTION

Clive CE Primary School and Nursery recognises that some staff are required to work by themselves, without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, an Employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances.

However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

## 2. SCOPE OF THE POLICY

This policy applies to all situations involving lone working arising in connection with the duties and activities of staff.

'Lone workers' includes:

Those working at their main place of work where:

1. Only one person is working on the premises, e.g. caretakers.
2. People work separately from each other, e.g. in different locations.
3. People working outside normal office hours, e.g. cleaners.

Those working away from their fixed base where:

- a) One worker is visiting another agency's premises or meeting venue.
- b) One worker is making a home visit to an individual.
- c) One worker is working from their own home.

## 3. AIMS OF THE POLICY

The aim of the policy is to: -

1. Increase staff awareness of safety issues relating to lone working;
2. Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
3. Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone;
4. Encourage full reporting and recording of all adverse incidents relating to lone working;
5. Reduce the number of incidents and injuries to staff related to lone working.

## 4. RESPONSIBILITIES

The Headteacher is responsible for:

1. Ensuring that there are arrangements for identifying, evaluating and managing risks associated with lone working;
2. Providing resources for putting the policy into practice; and
3. Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed.

**Line Managers and Health and Safety Representatives** are responsible for:

1. Ensuring that all staff are aware of the policy;
2. Taking all possible steps to ensure that lone workers are at no greater risk than other employees;
3. Identify situations where people work alone and decide whether systems can be adopted to avoid workers carrying out tasks on their own;
4. Ensuring that risk assessments are carried out and reviewed regularly;
5. Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
6. Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, and updating and refreshing this training as necessary;
7. Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents;
8. Ensuring that appropriate support is given to staff involved in any incident; and
9. Ensuring staff have access to a mobile phone, and other personal safety equipment, where this is felt to be desirable and to keep this on their person.

**Employees** are responsible for:

1. Taking reasonable care of themselves and others affected by their actions;
2. Following guidance and procedures designed for safe working;
3. Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
4. Taking part in training designed to meet the requirements of the policy;
5. Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone;
6. Seeking the permission of the Headteacher before working alone on the school premises outside normal school hours; and
7. Ensuring they 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.
8. If staff are lone working and feel threatened by an individual, they are advised to call 112 which is the European Emergency Telephone Number. (This is due to the fact that a 999 call can be disconnected when told to do so, however a 112 call has to be disconnected by the operator.)

## **5. GUIDANCE FOR RISK ASSESSMENTS OF LONE WORKING**

1. Is the person medically fit and suitable to work alone?
2. Are there adequate channels of communication in an emergency?
3. Does the workplace or task present a special risk to the lone worker?
4. Is there a risk of violence?
5. Are women especially at risk if they work alone?
6. Has an alternative to a home visit been considered?
7. Has safe travelling between appointments been arranged?
8. Have reporting and recording arrangements been made where appropriate?
9. Can the whereabouts of the lone worker be traced?

## **6. GOOD PRACTICE FOR LONE WORKERS**

1. During their working hours, all staff leaving the workplace (or home) should leave written details of where they are going and their estimated time of arrival back at the school.
2. If, in the course of a trip away from the school, plans change significantly, this should be communicated back to the office.
3. If home-visits are required, a minimum of two staff members will be present at all times.
4. Telephone contact between the lone worker and a colleague, may also be advisable.
5. Staff should avoid meeting clients alone at the workplace.
6. When this is unavoidable, staff must make a risk assessment and obtain the prior agreement of their line manager who will make any arrangements to ensure their safety. This should be recorded in the school diary, giving contact details of the person who is being met.
7. Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.
8. Lone workers should have access to a mobile phone and other personal safety equipment where this is necessary, and keep this on their person.
9. Occasionally, risk assessments may indicate that lone workers need training in first aid.

### **Children and Vulnerable Adults – Please refer to the relevant Policies**

1. In general, staff should **never** work alone with a child or vulnerable adult. If in a position where they have to work alone with a child or vulnerable adult, they are to adhere to the 'doorbell' system, which requires the member of staff to have the school 'doorbell' on their person to signal for assistance should this be needed. The doorbell sounds in the admin office which is manned at all times. If no-one attends within one minutes then the doorbell should be sounded continually until another adult is in attendance.
2. Staff should never transport a child on their own and should assess any risk before transporting a vulnerable adult alone.

## **7. MONITORING SAFETY ISSUES**

1. Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, in the School accident book. This includes incidents of verbal abuse.
2. During supervision, managers will ask people working on their own whether there are any safety concerns that aren't being addressed. Lone workers are encouraged to seek help and advice if any safety concerns arise.

Signed:

Dated: