



LONE WORKING POLICY

Reviewed: June 2016
Next review: April 2018

Signed on behalf of the Governing Body

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Policy statement

Hampshire County Council is committed to reducing the risks to employees during periods of solitary or lone working, and will provide proper monitoring, training and management of risks associated with lone working. The County Council accepts its responsibilities to reduce the risks to staff by carrying out risk assessments and introducing appropriate preventative and protective measures to reduce those risks so far as is reasonably practicable.

There are occasions when staff at West Tytherley Primary School work on their own during the school day, during the holidays, in the evenings or on home visits. This policy has been written to ensure safe working practices are identified that will reduce the risks of incidents or injuries occurring so far as is reasonably practicable.

The Governing Body has adapted Hampshire County Council's "Guide to Lone Working", "Risk Assessment" and "Violence and Aggression at Work" policies.

Solitary or Lone Working – covers a range of working situations where people work by themselves without close or direct supervision. **N.B.** People who work alone should not be at an unacceptably higher risk than their colleagues who do not.

Policy standards

To comply with this policy the following standards shall be met.

Managers shall ensure that:

- Lone workers will receive appropriate information about safe working practices, receive training as required and have access to equipment which is safe, well maintained and appropriate for use by a person on their own.
- As far as is reasonably practicable lone workers will receive adequate support during their working period.

- Lone workers will have the opportunity to raise any concerns with their senior manager at any point
- Lone workers are aware of their own responsibilities with regards to their own Health and Safety, including the need to cooperate with management on Health and Safety matters.
- The Headteacher will undertake regular risk assessments for home working **AND** review these after any incident or concerns are raised.
- In any work situations where it is a legal requirement or where there is a local instruction that a person must not work alone, that any worker is accompanied by a work colleague.
- Any remaining solitary work is risk assessed to ensure that risks are controlled for lone workers.
- No person should work alone if they have a health condition that would make the risks of lone working unacceptable.
- Persons who work alone are informed and as necessary trained in how to deal with foreseeable emergency situations including self-provision of basic first aid. First aid kits are to be found in the Medical area (beside the stairs leading to Key Stage 2)

Who are the lone workers at West Tytherley Primary School?

- The caretakers who work on site out of school hours and during the school holidays.
- Any member of staff who chooses to work on site out of school hours and in the holidays.
- Any member of staff who travels alone for work reasons
- Any member of staff who does home visits.

Risk Assessment

The Headteacher will regularly review who the lone workers are and carry out risk assessments and record the findings as appropriate.

Controlling Risks and Good practice guidelines for lone working

- Staff are required to lock themselves in the buildings when lone working
- Sign in and off the site
- 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.
- Staff are required not to handle cash when working alone.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- All staff are required to give notice to the Headteacher before lone working.
- Staff attending alarm activations should not do so alone. An outside check of the premises must be carried out to ascertain if entry has been gained by an intruder. If there is sign of an entry, police support must be gained before entering the school.

- Always ensure someone knows where you are and what time to expect you home.
- Ensure your mobile phone is charged and on your person at all times or you are near a school telephone.
- If visiting offsite ensure your car is roadworthy and has enough fuel for the journey.
- Wherever possible park in open well lit areas.
- Always park your car ready for an easy exit.
- If in doubt or uncomfortable on a home visit – leave immediately and report your concerns to the headteacher.
- Always share concerns about a family with the headteacher
- When working in school do not let anyone unknown to you onto the school site. If contractors visit ask to see their ID before you let them onto the site.
- If at all possible arrange to work in school when another colleague is present.
- Always report any incidents/concerns to the headteacher at the earliest possible opportunity.
- Comply with fire evacuation procedures.

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 policy will be reviewed every 2 years and risk assessments will be carried out when circumstances change or concerns are reported.