

Great Smeaton Academy Primary School

Lone Working Policy

Overview

Great Smeaton School recognizes that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy should be addressed to the Head Teacher.

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under S.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

Definition

For the purposes of this policy a lone worker is an individual who spends some or all of their working hours alone. This may occur

1. During normal working hours at an isolated location within the normal workplace,
2. At a client's premises
3. When working outside normal business hours. These are deemed to be from between 7.30am and 6.00pm

Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered;

- **Risk of violence** – All jobs involving an element of lone working will be assessed for a risk of verbal threats or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- **Plant and equipment** – The 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.
- **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 each worker to continue working alone will also be assessed. Any concerns will be referred to their GP.
- **Access and egress** – Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.

Control measures

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

- **Risk of violence:**
 - All Staff are required to lock themselves in the buildings when lone working
 - Staff are required not to arrange meetings with parents or members of the public when lone working. All meetings must be arranged during main school occupancy times or when there is more than one member of staff on site for the duration of that meeting.
 - Staff are required not to handle cash when lone working
 - Late meetings must be arranged so as to finish promptly and so as not to leave one member of staff alone on site
 - Staff are required not to approach or let into the buildings unauthorized persons when lone working
- **Communication:**
 - Staff are required to avoid lone working wherever possible by arranging to work in pairs or as a group
 - Staff are required to carry a personal or school mobile phone at all times when lone working
 - Staff are required to let someone know they are coming into work, how long they are expected to be on site and when they are leaving site
- **First aid:**
 - For those working on our premises, first aid kits can be found at the following nearby locations
 - *Kitchen*
 - *School Office*
 - *each classroom*
- **Emergency procedures**
 - In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone /school phone.

- **Access and egress**
- Staff are required to consider weather conditions before coming into and while at work

Unacceptable lone working

The following activities are not to be carried out by lone workers under any circumstances:

- **Any working at height**
- **Manual handling of heavy or bulky items**
- **Use of solvent based paints or glues**
- **Transport of injured persons must always be undertaken by more than one member of staff**

Training

Where necessary, all lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. 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 their staff. In particular, they are responsible for ensuring that any tasks described as unacceptable are not carried out by one person alone. If the nature of the tasks change in any way, the manager must ensure that any lone worker follows good working practices and safe systems of work.

Lone Worker Duties

All lone workers are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

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