



## Holly Park School Lone Worker Policy

### 1. General Statement

This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. This policy is in place to safeguard members of staff. Any questions regarding its operation should be addressed to **the headteacher**.

### 2. Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

This may occur-

- (1) during normal working hours at an isolated location within the normal workplace,
- (2) when working outside business working hours **07:00 and 18.30 Monday to Friday**

### 3. Legal Position

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).

### 4. Risk Assessment

It is the responsibility of the Governors, Site Manager and Headteacher to ensure that an annual Risk Assessment is undertaken and that members of staff are aware of this policy (emailed annually and staff sign to say they have read it) as well as the risks of Lone Working. Hazards identified will be evaluated for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school. 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** - 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 workers working alone will be assessed.

**Access and egress** - Some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

## **5. Control Measures**

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

Consideration is given to staff particularly at risk e.g. new or expectant mothers, females, individuals who may be medically unfit to work alone, new staff etc. and lone working activities avoided for this group of individuals as far as is practicable

### **Risk of violence:**

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 must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Although we are a cashless school, there are times (e.g charity collections) when there may be significant amounts of cash in school. Staff are required not to handle cash when lone working.

Late meetings must finish promptly and not leave one member of staff alone on site.

Staff must not to approach, or let into the buildings, unauthorised persons when lone working.

All staff are required to give 24 hours notice to the headteacher before lone working, either after hours or through holiday periods. The school will be locked during these periods.

Home visits must be undertaken by at least 2 members of staff. If staff feel unsafe about attending a particular home, they should conduct the meeting at school  
Staff should always carry mobile phones. Staff should report to the office when they return back to school. A copy of the home visit schedule should be kept in the school office. Staff mobile numbers should be given to the office

Any meetings held with a parent/carer who is clearly angry or is known to show aggressive behavior should be witnessed by another member of staff.

Class teachers to inform senior managers if they have a meeting after/ before school that they envisage may be a problem.

Senior staff to support in meetings of NQT as required

Staff attending alarm activations will do an outside check of the premises to ascertain if entry has been gained, before entering the school. They will only enter the building if there is no obvious sign of entry. If there is sign of an entry police support **must** be gained before entering the school.  
Staff will be informed of school opening hours at weekends/ holidays

### **Communication:**

Staff are advised to:

Avoid lone working wherever possible by arranging to work in pairs or as a group.

Sign in and off the site

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number to call if the lone worker fails to return home at the expected time.

It is not practicable for the Headteacher to periodically visit and visually monitor people working alone.

Carry either a mobile phone or school telephone at all times when lone working outside of business hours.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

Let someone know you are coming into work, how long you expect to be and when you are leaving.

Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

For meetings/parent evenings out of normal working hours, i.e. evening meetings, staff are asked to inform a senior member of staff when they are finished.

**First aid:**

For those working on our premises, first aid kits can be found in the medical room. Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

**Emergency procedures:**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the headteacher, the staff member's nominated person or the emergency services.

Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

**Access and egress:**

Staff are required to consider weather conditions before coming into and while at work alone.

**Safeguarding:**

An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with changing after a wet accident. They should do this with the door open so that other nearby adults are aware of what is going on. In all cases adults should encourage the child to be independent in changing. More messy accidents that require the child to be cleaned should have 2 adults present. More intimate situations e.g catheter changing should always have 2 adults present.

When it is necessary for an adult to work alone with a child, they should do this in a space that is open e.g work area, in a room that has a glass panel in the door or with the door open.

Members of staff should use their professional judgement when alone with a child and call for assistance if necessary.

**6. 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.**

## **7. Lone Worker Duties**

All lone workers are expected to cooperate fully with instructions given by the Headteacher. 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.

## **8. Other Policies**

This policy should be read in conjunction with:

Safeguarding policy

Whistle blowing policy

Health & Safety policy

Personal/Intimate Care policy

## **Document Control**

### **Revision History**

Version	Revision Date	Revised By	Revision
1.0	Autumn 2014	Govs S&PW	Updated
1.1	September 2015	Ann Pelham	Updated in light of training
1.2	October 2015	Govs S&PW	Updated
1.3	September 2016	Govs S&PW	Updated
1.4	September 2017	Govs S&PW	Updated
1.5	September 2018	Govs S&PW	Updated
1.6	Autumn 2019	Govs S&PW	Updated
1.7	Autumn 2020	Govs S&PW	Ratified
1.8	Autumn 2021	Govs S&PW	Ratified

### **Signed by**

	Name	Signature	Date
Headteacher	Ann Pelham		
Chair of Governors	Tim Graveney		

### **Distribution**

<b>Shared with</b>
<ul style="list-style-type: none"><li>• Staff via school server</li><li>• Governors via committee meetings</li></ul>



<b>Date for next review</b>
Autumn 2022