



## **Lone Working Policy**

Lone Working may occur in the evening/early morning, at the weekend or during the holiday and may be dangerous due to acts of aggression or violence by others; hazards in the workplace or the lack of help should an accident or illness occur. This policy has been devised to reduce these risks to a minimum and should be followed by all staff.

The nature of any school means that it is often necessary/useful for staff to work unaccompanied on site. Whilst this is the case the school has taken steps to minimize this time by providing all teachers with laptops or data sticks (to enable them to complete paperwork off the premises) and regular Planning, Preparation and Assessment time during school hours. However, to access paper documents, clean the premises and to prepare the school for the opening of each term it is sometimes necessary for staff to work alone.

### **Before deciding to work alone Teachers should:**

- See if there is another staff member who will be working in the building during the same period;
- Inform the Head of School of their intentions.

All staff working alone must consider and follow these guidelines.

### **Avoid leaving tell-tale signs that you are alone, for example:**

- Single light left on;
- Entering the building alone when being observed by anybody suspicious.

### **The following activities are not to be undertaken when working alone:**

- Working at height;
- Manual handling of loads;
- Use of power tools.

**Staff must take the following precautions:**

- Have a telephone in the room with them - the wireless phone from the office can be used if the employee does not have a mobile phone;
- Have a list of SLT telephone numbers and the numbers of other key holders with them;
- Lock the entrance once they have entered;
- Tell someone (partner, friend, parent) where they are and what time they expect to return home;
- Give someone a phone number they can contact you on;
- Ensure they are aware of the location of the torches – in case of power cuts;
- In the case of the cleaner – follow all Health and Safety rules as stated on any cleaners or hazardous chemicals or cleaning equipment.

A list of telephone numbers of the Head of School, Local Staff and the Governors who live close to the school can be gained from the office. If staff need help when working alone they should call them or, in the case of emergencies dial 999 and ask for the appropriate emergency service.

**Published:** March 2018

**Review Date:** July 2020



**All staff who may work alone are required to read and sign the risk assessment below.**

<b>Activity/Process/Operation</b>  <b>(If the activity or process is complex it may require more than one risk assessment)</b>  Lone working	
<b>Identify the hazards (anything that can cause harm):</b>  Working in school alone/in isolated locations – possibility of accident, injury, delayed assistance in emergency	
<b>Who might be harmed and how?</b> <sup>1</sup>  Person working alone – range of ways from high working to slip/trip etc	<b>Estimate Risk Level (H/M/L) now</b> <sup>2</sup>  <b>M</b>
<b>What measures are in place to reduce the risk?</b> <sup>3 4 5 6 7 8 9 10 11</sup>  <input type="checkbox"/> Lone workers to read lone working policy <input type="checkbox"/> Only agreed risk tasks to be undertaken, avoid high-risk activities (e.g. working at height) <input type="checkbox"/> Notify manager/head teacher of start time and when finished. <input type="checkbox"/> Reduce time spent working alone so far as is reasonably practicable. <input type="checkbox"/> Means to summon assistance close to hand, mobile phone carried. <input type="checkbox"/> Notify staff on site of location/estimated duration of the task if working on site remote from others. <input type="checkbox"/> Adequate security in place. <input type="checkbox"/> Access to site controlled e.g. through coded doors etc. <input type="checkbox"/> Ensure all external doors/windows secured to prevent unauthorised access. <input type="checkbox"/> Do not allow access to unknown callers. <input type="checkbox"/> External lighting is adequate	<b>Estimate Risk Level now</b> <sup>12</sup>  <b>L</b>

<sup>1</sup> Consider the number of people exposed

<sup>2</sup> Estimate initial risk High, Medium or Low

<sup>3</sup> Has all the health and safety information been obtained including policies, procedures etc?

<sup>4</sup> Can the hazard be eliminated or safer substitution achieved?

<sup>5</sup> Consider all necessary control measures including procedural and technical controls

<sup>6</sup> Are controls to the required standard and regularly maintained?

<sup>7</sup> Have emergency action plans been considered?

<sup>8</sup> Is training and instruction adequate and information available?

<sup>9</sup> Is supervision adequate?

<sup>10</sup> Is PPE required?

<sup>11</sup> Is health surveillance required?

<sup>12</sup> Estimate risk level achieved – High, Medium or Low

<b>What further action is needed to reduce the risk? (State actions)</b>	<b>Specify dates</b>
Consideration is given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.	As necessary

**Relevant employees who need to be informed of this risk assessment (employees to sign when they have read).**

Name	Signature	Name	Signature
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	

**Monitoring Arrangements** (eg Before each use/occasion, during handover/staff meeting, weekly, monthly, quarterly, annually during site inspection etc)

**Staff to be reminded of policy prior to each holiday**

**Review Date/Frequency**

**Termly**

<b>Name of Assessor</b>	<b>Signed</b>
	(Manager/Head of Establishment/Setting)
<b>Job Title</b>	<b>Name</b>
<b>Date of Assessment</b>	<b>Date</b>