


<u>Responsible Body</u>	<u>Title of Policy</u>	
<u>Governing Body of Flyford Primary School</u>	<u>Lone Working Policy</u>	

Last reviewed on Date: 30th April 2022

Next Review Date: 30th April 2025

Signature..... (Chair of Governors)

Print Name.....

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

Categories of lone workers

Within Flyford Flavell Primary School a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied building
- Those who work in an isolated part of a building/school grounds
- Those responding to an alarm call out after normal school hours

Definition of Lone Working

Where staff or contractors 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.

Risk Assessment

The Headteacher and Health and Safety Governor will;

- identify where and when lone working is taking place and who by
- prevent it by arranging alternatives if possible
- carry out risk assessments if lone working must take place
- introduce control measures to reduce the risk so far as reasonably possible
- provide or arrange staff training
- monitor the control measures to ensure they work

Controls

Staff and contractors should seek the permission of the Headteacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher and/or Health and Safety Governor. Whenever possible it is recommended that staff work with a partner.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police. Staff should activate the door security system when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness. Staff should not work at height when working alone whilst contractors will be guided by their own Health and Safety/Lone Working policy.

All lone working staff should establish their own checking in and out system with either their family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or Health and Safety Co-ordinator's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

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

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

Where contractors are working in school they are responsible for ensuring their own safety on site. Suitable checks are made to ensure contractors have Health and Safety and Lone Working policies in place.

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.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements. Staff should let the last person know if they are leaving the building.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher and/or Health and Safety Governor. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary action.

The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher and/or Health and Safety Governor any aspect of work related risks.

The Health and Safety Co-ordinator and/or Health and Safety Governor will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.