



St. Saviour's Church, Coalpit Heath.

The Manor C of E Primary School

Policy: Lone Working

Author: K.Pattenden

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Approved: _____ Headteacher

Chair of Governors

1 Introduction

The purpose of a lone working policy is to reduce the risks of lone working as far as is reasonably practicable.

Such a policy provides guidance to staff and ensures there are systems in place to ensure the health, safety and welfare of lone workers. There is no general prohibition in health and safety law of working alone, but employers have a general duty of care under the Health and Safety at Work Act and must comply with the 'Secretary of State directions' 2003 & 2004 amended 2006. When determining a safe system of work, it is likely that there will be a need for additional controls to be put in place. These controls will be identified once a risk assessment has been undertaken.

2 Definition of Lone Workers

The Health and Safety Executive (HSE) defines lone workers as people who work by themselves, without close or direct supervision. Examples include, one person working in isolation, staff working out of hours or returning to a locked and empty building

3 Responsibility for Lone Working

The School is committed to providing a safe environment for staff. This policy lays out the responsibilities of staff with regards to working alone or in an isolated area. The risk assessment is to be reviewed annually and in addition, reviewed if there is any incident or near-miss involving a member of staff working alone.

3.1 Head Teachers Responsibilities

- Identify staff who are lone workers
- Inform staff of their responsibilities under the lone working policy.
- Ensure that all new starters are made aware of protocols in relation to lone working.
- Ensure that a risk assessment has been completed and documented and is regularly reviewed.
- Put procedures, devices and/or safe systems of work into practice which are designed to eliminate or reduce the risks associated with lone working.
- Define working limits of what can and what cannot be done while working alone.
- Ensure that staff identified as being at risk, are given appropriate information, instruction and training.
- Record and investigate incidents involving lone workers and make recommendations to prevent recurrence.

3.2 Staff Responsibilities

- It is the responsibility of all staff to take reasonable care of themselves by remaining alert and vigilant at all times.
- They should never knowingly put themselves at risk and should withdraw immediately (or as soon as possible) from any situation where they feel threatened
- Ensure they read, understand and comply with the lone working policy and other related policies listed below
- Participate in the risk assessment process to reduce the risk associated with lone working
- Make full and proper use of any equipment provided, e.g. telephones
- Report any incidents or risks identified from lone working to the head teacher

4 Risk assessments

The current risk assessment follows and forms part of this policy. For reviewing the practice of lone working risk assessments the following questions will be considered:

- Is it necessary for the individual to work alone?
- Does this workplace present any special risk to the lone worker?
- Is there a safe means of entry and exit to the workplace
- Will cash or valuables be handled and will there be a risk of violence?
- Is the worker vulnerable to harassment or assault?
- Do lone workers have knowledge of the hazards and risks to which they are possibly being exposed?
- Do lone workers know what to do if something goes wrong?
- Do lone workers know how to contact the head teacher outside their normal working hours?
- Does someone else know the whereabouts of the lone workers and what they are doing?

Appendix

Risk Assessment for Lone Working

Identified Hazard	Required Controls	Are controls in place YES/NO and evidence
Security of the premises and property therein	<p>Site lockable and secure and staff member is instructed on procedures for locks and alarms.</p> <p>The back door is to be kept locked but with the key in place and bolts open during opening hours to ensure fire escape route is clear</p> <p>Security cameras (if used*) are switched on</p>	<p>YES staff training annually</p> <p>Date of last training DD/MM/YY</p>
Safety of member of staff if they became unwell	<p>Staff member has reasonable health i.e. is not known to suffer from fits or similar conditions</p> <p>Family or friends are aware of expected return home time after work</p> <p>Head Teacher/next of Kin contact details held in case of emergency</p>	<p>Yes</p>
Personal safety of staff member	<p>Security cameras * in good working order</p> <p>Emergency contact phone numbers on speed dial on staff mobile</p> <p>Use of 999 or 112</p> <p>Staff trained in event of robbery to cooperate and hand over money and/or goods and take no personal safety risks</p> <p>Exterior of premises well lit for winter months</p>	<p>Yes</p> <p>Staff training DD/MM/YY</p> <p>Alarm serviced annually</p> <p>Date of last alarm system service DD/MM/YY</p>