

	With God we grow to live life in all its fullness	
Lone Working Policy	Issued: November 22	Issued by: J Little - Headteacher
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Feckenham CE School

Lone Working Policy

Date Policy Reviewed:	November 2022	
Date Approved By Governing Body:	17.11.22	
Signed Headteacher:		Jeannette Little
Signed Chair of Governors:		Julie Grieve
Review Date:	November 2023	

General statement

The Governing Body is committed to ensuring all staff, volunteers and contractors enjoy a safe working environment at Feckenham C.E. Primary School. We recognise that there are occasions when people may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity

Definition

Identifying Lone Workers:

The Health and Safety Executive's definition of lone worker is:

"Those who work by themselves without close or direct supervision, either employees who work separately from others in an establishment, or mobile workers who work away from a fixed base".

Examples of employees who may be classed as lone workers include:

- Staff with responsibility for opening up and closing buildings
- Staff working outside normal working hours
- School staff working during holiday periods
- Staff working in an isolated part of the building

(This list is by no means exhaustive)

Legal position

Lone working is not covered by any specific legislation, but the 'Health and Safety at Work Act 1974' and the 'Management of Health and Safety at Work Regulations 1999' apply. This legislation states that "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees" and "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his/her acts or omissions at work; and as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with".

POTENTIAL HAZARDS OF LONE WORKING

People who work alone will of course face the same risks in their work as others, however, they may encounter the following:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid.
- Violence or the threat of violence.
- Fire.
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment.
- Lack of safe way in or out of a building (e.g. danger of being accidentally locked in).

Steps can be taken to reduce the risks of all these events.

Control Measures

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

Dangers:

- Staff are required to lock themselves in the buildings when lone working.
- 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 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.
- Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support must be gained before entering the school.

Communication: Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, e.g. family member/friend/colleague how long you expect to be and when you are leaving. Contact the same person to confirm you have left work safely.
- Comply with fire evacuation procedures.

First aid:

For those working on our premises, first aid kits can be found in the classrooms.

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 staff member's nominated person, the head teacher or the emergency services.

Access:

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:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.
- Accessing the cellar/working in the cellar

All Staff are reminded about the importance of maintaining a healthy work/life balance