



**OLSJ**  
OUR LADY + ST JOSEPH  
CATHOLIC PRIMARY SCHOOL

***LONE WORKING POLICY***  
***OUR LADY & ST JOSEPH CATHOLIC PRIMARY***  
***SCHOOL***

PREPARED BY: P Devereux

APPROVED BY: Governing Body

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REVIEW DATE: December 2020

CHECKED DPO: Dec 2018

We have a duty of care for all school personnel under the Health and Safety and Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to make suitable risk assessments of work activities including the risks of school personnel working alone.

We believe lone working is any activity that requires an employee working on their own or without close or direct supervision. Lone working may occur in the evening, 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.

We recommend that staff should only work alone on the school premises if it is absolutely necessary.

#### **AIMS**

- To have in place risk assessments and safety procedures for lone workers.
- To work with other schools to share good practice in order to improve policy.
- To take steps to ensure risks are removed where possible and to put in place control measures to ensure the worker is able to perform the required tasks in safety.
- We will liaise with the health and safety officers for Tower Hamlets to ensure all reasonable risks have been removed or reduced as much as possible.

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Personal Protective Equipment at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Confined Spaces Regulations 1997
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Work at Height Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The following documentation is also related to this policy:

- Working Alone: Health and Safety Guidance on the Risks of Lone Working (HSE)

## **Role of the Governing Body**

The Governing Body has:

- Appointed a member of staff to be responsible for Health and Safety and to undertake risk assessments on lone working (Patrick Devereux, Head Teacher/Mark Hale, Premises Manager)
- Delegated powers and responsibilities to the Head Teacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- Committed to the provision of safe and healthy conditions for pupils, employees and visitors;
- Responsibility for ensuring all policies are made available to parents;
- Nominated a governor (Jo Faulkner) to visit the school regularly, to liaise with the Head Teacher and Premises Manager and to report back to the Governing Body annually;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

## **Role of Head Teacher**

The Head Teacher will:

- Ensure all school personnel are aware of and comply with this policy;
- Set clear safe system procedures for all school personnel when working alone;
- Encourage school personnel not to work alone but with a colleague(s);
- Work closely with the link governor;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy;

When carrying out the risk assessments we will consider the following:

- The location of the workplace
- Access to buildings and security
- Lines of communication
- The possibility of violence or aggression from others
- The risks of the work being done
- The health and fitness of the lone worker/s
- The need for training and instruction
- Supervision of the lone worker/s
- Dealing with unexpected illness, accidents or emergencies
- First aid

Some activities involve special risks and should not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below. These require specific control measures.

- Working at heights of more than 2 metres
- Moving and Handling tasks where assistance is required to minimise the risk of injury
- Work in roof spaces
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. A telephone must be readily available. In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if you are overdue and raise the alarm if there is no reply.

### **All Employees**

School employees will:

- Comply with all the afore mentioned aspects of this policy;
- Carry out their duties in accordance with the Safety Policy;
- Take Reasonable care of themselves and others whilst at work;
- Recognise the hazards and risks involved by working alone by:
  - Attending training and information sessions;
  - Following and complying with the safe working procedures such as first aid, communication procedures and emergency procedures;
  - Reporting any concerns they have

### **Safe System Procedures**

All school employees are asked to follow the safe system for lone workers:

- To inform the school office/Head Teacher when they will be working alone
- To inform someone close to them where they are and when they will be home
- To inform someone if they are attending an emergency call out
- To avoid situations that put themselves at risk
- To avoid meeting anyone alone if there is a possibility of aggression or violence
- To have the school phone, school mobile or personal mobile with them
- To have a list of contact telephone numbers in case of an emergency
- To know where the main exits of the building are for emergencies
- To ensure the main door is locked
- To have a torch with them in a case of a power cut
- To park in a well-lit area close to the main door
- To have a first aid kit at hand
- To be trained in basic first aid
- To be trained in firefighting procedures

- To ensure that the work they are doing does not involve working at height and lifting heavy goods
- To ensure they are not using hazardous chemicals
- To ensure that all employees who visit children or parents at their home, visit in pairs, no person goes alone in case of unforeseen circumstances

### Monitoring

Procedures must be put in place to monitor lone workers as effective means of communication are essential. These may include:

- Supervisors visiting and observing people working alone
- Pre-agreed intervals of regular contact between the lone worker and supervisor, using phones, radios or email
- Manually operated or automatic warning devices which trigger if specific signals are not received periodically from the lone worker e.g. staff security systems
- Check that lone workers know the procedures, if an emergency occurs. Access to adequate first aid facilities is essential, as is knowing the emergency exit routes.

### **Raising Awareness of this policy**

We will raise awareness of this policy via:

- The staff Handbook
- Meetings with school personnel

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the nominated governor.