

LAKESIDE SCHOOL

LONE WORKING POLICY

1. GENERAL STATEMENT

Lakeside school recognises that there may be an increased risk to the Health and Safety of its employees whilst working alone. This policy sets out our approach in identifying the risks and managing them.

2. DEFINITION

Some of our staff, have roles that require them to work alone at times. This can present an additional or increased risk to individuals and possibly in turn increase risks to colleagues. Lakeside recognises these risks and in line with Hampshire county council are determined to reduce these additional risks that arise from working alone and not part of the normal risks of the role.

3. LEGAL POSITION

The schools duty is to assess and control any risks from lone working which is governed by the **Health and Safety at Work Act 1974**. We have a responsibility to ensure, so far as is reasonably practicable, the Health, Safety, and welfare of our employees.

4. RISK ASSESSMENT

The schools lone working risk assessment will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of immediate support should something go wrong. Once all job roles involving lone working have been identified, the following will need to be considered:

Risk of violence: All work involving an element of lone working will be assessed for risk of verbal threats or violence. The priority will be given to those involving face to face dealings with pupils or members of the public.

Plant and equipment: Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.

Work at height: Work at height will not be undertaken when working alone unless prior permission has been obtained from the Head teacher.

Chemicals: Any existing, or planned use of chemicals must have been COSHH assessed and will be considered with regards to their suitability for use by those working alone.

The worker. The medical/ individual fitness of workers working alone will be assessed.

Access: Some lone working may require access to locations which are difficult to access/ exit. Assessments will need to consider whether these tasks are suitable to be carried out alone.

Independent Unit: There is a specific Lone working risk assessment/ procedure for the Unit.

5. CONTROL MEASURES

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

Risk of violence:

- Staff are to lock themselves in the buildings when lone working
- Staff should avoid meetings with parents or members of the public when lone working. All meetings must be arranged during school working hours or when there is more than one member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Residential staff should have two members of staff as a minimum on duty at any one time whilst with pupils.
- Staff must not approach or let into buildings, unauthorised persons when working alone.
- All staff must gain permission from the Head teacher/ SMT before lone working, either after school normal working hours or during the holiday periods. The Head teacher should inform a member of the SMT or other member of staff if lone working.
- Staff attending alarm activations should only investigate with support, ie: another member of staff or police. 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 entry, police support **must** be gained before entering the school.
- There are a small number of employees who have roles that it is hard to avoid Lone working. These employees will have an individualised lone working risk assessment.

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 have access to a school phone at all times when lone working.
- Staff **must** always inform someone that you are coming into work, how long you expect to be and when you are leaving.

- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are clear to leave the site in the event of an incident.

First aid

For those lone working on premises, you should make yourself familiar with the location of the nearest first aid kit.

Emergency procedures

In the event that a lone worker falls ill whilst on site or falls into difficulties, they are to use their mobile phone/ school phone to contact the Head teacher, member of SMT/ person who gave permission for lone working/ or the emergency services.

Access and egress

Staff, are to consider the weather conditions before coming into and whilst at work.

6. 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/ bulky items

7. LINE MANAGERS

It is the responsibility of the Head teacher to monitor the tasks being carried out by staff. It is the Head teacher's responsibility to ensure that any tasks in section six are not being carried out by one person alone. If the nature of any of these tasks change, the Head teacher will ensure that a new risk assessment is carried out. They will also ensure that any lone worker follows good working practices and safe systems of work.

8. LONE WORKER DUTIES

All lone workers are expected to cooperate fully with instructions given by the Head teacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

9. REVIEW OF POLICY and PROCEDURES

This policy will be reviewed annually as part of the whole school Health and Safety policy or following any significant incident or identified risk which may arise as a result of risk assessment.

Date of policy: Sept18 Signed by Head teacher:

Signed by Chair of Governors:

Date of next review: Sept 2020