

Castle Camps C. of E. (V.C.) Primary School

Policy for

Lone Working

**Date Approved by the Governing Body: 23rd September
2024**

Date for Review: September 2025

LONE WORKING PROCEDURES

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 worker

Within Castle Camps School a lone worker will most probably fall within one of the following categories:

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

Definition of Lone Working

Where staff 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

It is the responsibility of the Headteacher to ensure that an annual Health and Safety Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working. The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history.

Hazards identified will be evaluated by the Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given the opportunity by the Headteacher to complete a Lone Working Risk Assessment as necessary and receive the appropriate Health and Safety information.

Controls

Staff 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. Whenever possible it is recommended that staff work with a colleague.

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.

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

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

All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures'. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and the location of safety equipment.

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

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.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

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

It is the responsibility of all school personnel and contractors 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 Co-ordinator. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

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 Co-ordinator 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.

RISK ASSESSMENT FOR: Lone Working	LONE WORKING working in school alone / in isolated locations		C
Establishment: Castle Camps School	Assessment by: Alexandra O'Connor Headteacher	Date: 19/07/24	
1st Review Date: January 2025			

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Lone working working in school alone / in isolated locations	Staff Colleagues	Accident / injury, delayed assistance in emergency Physical assault / verbal abuse Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none">Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height);Mobile phone availableNotify head teacher / manager of intention to work outside regular hours.Reduce time spent working alone so far as is reasonably practicable.Ensure a colleague, partner, friend etc is aware you are working alone and who to contact in the event of overdue contact.Notify staff on site of location / estimated duration of task if working on site remote from others.Adequate security in place.Access to site controlled e.g. through coded doors etc.Use of visitor badges / signing in bookEnsure all external doors / windows secured to prevent unauthorised access.Do not allow access to unknown callers.External lighting adequateKey holders should be strictly controlled and numbers kept to a minimum.	Y	Check mobile phone signal
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	

Additional Control Measures (to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).	Action by Whom (list the name of the person/people who have been designated to conduct actions)	Action by When (set timescales for the completion of the actions – remember to prioritise them)	Action Completed (record the actual date of completion for each action listed)	Residual Risk Rating
Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.	Separate risk assessment for expectant mothers. Individual staff with medical conditions advised not to work alone.	19/07/24	19/07/24	L
DATE OF REVIEW: Record actual date of review	COMMENTS: Record any comments reviewer wishes to make. Including recommendations for future reviews.			
DATE OF REVIEW:	COMMENTS:			
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.