

Garton on the Wolds CE (VC) Primary School: Lone Worker Policy

1. Introduction

Garton on the Wolds CE (VC) Primary School recognises that some staff are required to work by themselves in the school without close or direct supervision, sometimes out of school hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Garton on the Wolds CE (VC) Primary School has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

2. Scope of the policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of the school.

'Lone workers' includes:

Those working at their main place of work where:

- Only one person is working on the premises
- People work separately from each other, e.g. in different locations
- People working outside normal office hours, e.g. cleaners, teachers

3. Aims of the Policy

The aim of the policy is to: -

- Increase staff awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working;
- Reduce the number of incidents and injuries to staff related to lone working.

4. Responsibilities

The Headteacher is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- Providing resources for putting the policy into practice;
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed
- Ensuring that all staff are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees;
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident;

Employees are responsible for: -

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;

- Taking part in training designed to meet the requirements of the policy; and
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
- Ensuring they have a mobile phone or access to a landline telephone equipment
- Ensuring the worker keeps the school secure and doors locked while in the building.
- Ensuring the school is well lit whilst working in the school.

Guidance for Risk Assessments of Lone Working

- Staff who regularly work at school should complete and sign a generic risk assessment kept in the Risk Assessment Folder in the office.
- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Can the whereabouts of the lone worker be traced?

6. Good Practice for Lone Workers

- Lone workers should have access to adequate first-aid facilities.
- Lone workers should have a mobile phone and other personal safety equipment, if necessary.
- Occasionally risk assessment may indicate that lone workers need training in first aid.

7. Monitoring safety issues

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, in the accident book. This includes incidents of verbal abuse.
- The Headteacher may ask people who work on their own whether there are any safety concerns that aren't being addressed. Lone workers are encouraged to seek help and advice if any safety concerns arise.

January 2013

Review January 2015

Lone Working Risk Assessment Garton on the Wolds CE (VC) Primary School

Location and Date	
Brief Description of Lone Work Activity	
Hazard Identification Identify all hazards specific to lone working activity, describe existing control measures and identify any further measures required.	
HAZARD(S)	CONTROL MEASURES (e.g. alternative work methods, training, supervision, protective equipment)

Workplace and Conditions;

Remote area, confined space. Safe means of entry, exit, adequate illumination, heating etc

Course of Action (What you are going to be doing)**Equipment;****Violence;**

potential for violence

Individual;

medical condition, individual vulnerabilities, young, inexperienced, disabilities, expectant mothers etc

Time;**Other;**

Signed by Headteacher