



Amanda Hough  
Headteacher

## LONE WORKER POLICY (March 2017, reviewed and updated July 2018)

### Purpose

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. This document explains how St Luke's C of E School will protect their staff as far as is reasonably practical from the risks of lone working. It is recognised that there are occasions when teaching, support, administrative, site and cleaning staff or contractors may be required, or choose, to work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with any health and safety risks for people working alone.

### Categories of lone workers:

Within St Luke's Church of England School, a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied building e.g Coral / nurture space, nursery
- Those who work in an isolated part of a building / school grounds
- Those working outside normal school hours
- Those working separately from others

### Definition of lone working

Individuals are alone at work when they are on their own, they cannot be seen or heard by another worker, cannot expect a visit from another worker for some time and/or where assistance is not readily available when needed. Therefore, lone workers are those who work by themselves without close or direct supervision.

### Policy

It is the responsibility of the Headteacher (or a nominated Deputy) to ensure that all staff have read and understood the Lone Working Policy and Risk Assessment.

- Anyone who is or who potentially may be a lone worker shall receive information, instruction and relevant training in respect of all identified hazards and the risks involved and all associated risks e.g. injury, negative behaviour.
- Anyone who is lone working must have a communication link to the main school office or member of staff (if out of hours). E.g fixed line telephone in nursery and Coral classroom.
- Lone workers shall follow all instructions contained in the lone working procedures



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- It must be ensured that lone workers do not suffer from undue stress as a consequence of lone working.
- It is recognised that some workers are required to work alone for periods of time without direct supervision and in these situations, the school will ensure that adequate support is provided.
- For staff working at the after school club, an up to date list of emergency contact numbers for parents must be provided for times when the main school office is closed.
- Lone workers must have access to a First Aid kit at all times.
- If a member of staff is working alone with children of pre-school age then the staff member must have Paediatric First Aid training.
- All lone workers employed by the school must have as a minimum, basic first aid training, basic Child Protection training, Prevent.
- If a member of staff feels that they are putting themselves at risk through lone working, they should discuss the situation with the Headteacher. Further efforts should be made to eliminate or reduce hazards starting with a process of reassessment of the task.
- It is the responsibility of the Headteacher (or designated nominated person) to regularly review the policy and risk assessment to ensure it is relevant and current to the workings of the school.

## **Aims of the policy**

The aim of the policy is to:

- Increase awareness of safety issues relating to lone working
- Ensure that the risks of lone working are assessed regularly and that systems are put in place to minimise the risk as far as is practical;
- Ensure that appropriate training is available to staff and volunteers that equips them to recognise the risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working and reduce the number of incidents/ injuries relating to lone working.

## **Risk Assessment**

Risk assessments must be carried out for and by all individuals whose working practice makes them vulnerable and recommendations should be made to eliminate or reduce the risk as far as possible. A risk assessment must be undertaken for each Lone Worker / lone working episode and should include:

- Safe entry and exit
- Location, e.g. remoteness, transport, parking
- Risk of violence
- Safety of equipment for individual use

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- Channels of communication in an emergency
- Site security
- Security arrangements e.g. alarm systems
- Level and adequacy of on/off site supervision

Hazards identified will be evaluated by the Headteacher / Health and Safety Co-ordinator 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.

### **Controls & Key holders**

Staff should seek the permission of the Headteacher, Designated Health and/or Safety Co-ordinator to work alone in the building outside of normal school hours.

The following individuals have keys to the building:

Headteacher

Deputy Head

School Business Manager

Site Controller

Out of hours security patrol

Outsourced cleaning company

Other individuals who from time to time may require access to the building e.g. contractors working on a project during school holidays.

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 partner.

### **Contractors**

Contractors will be given a copy of the Lone Working Policy and Risk Assessment and will be required to complete an assessment relevant to the work they are undertaking before starting work. The contractor is required to fully comply with all aspects of the relevant Health and Safety Legislation whilst working on site at St Luke's C of E School.

An outsourced company provide an out of hours cleaning service to the school. They have their own risk assessments in place for their own staff. Where possible, the cleaners work in pairs, including when undertaking the cleaning of the separate nursery building.

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

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## **Alarm activation / intruders**

Staff should not enter the school premises if there are signs of a break in or intruders but are advised to immediately call the police. Normally the intruder alarm will have been activated, an outsourced security patrol company monitor the alarm system, are first call key holders and would call the police.

## **General support for staff and volunteers or contractors on site**

All new staff and volunteers should receive an induction, including reference to the lone worker policy.

Staff should lock doors 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 an underlying medical condition that may put them at risk if they are alone.

All lone working staff should establish and record on their risk assessment their own checking in and out system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher, Site Controller, School Business Manager) to call if the lone worker fails to return home at the expected time.

Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

During out of hours and school holidays, it is not possible to make inbound calls to the school, but the telephone system does allow for outbound dialling. 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.

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. Staff working at height must follow St. Luke's Church of England School's Working at Height Procedures.

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

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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. 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.

The School respects the right of the employee 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 any aspect of work related risks.

The Headteacher and/or Lead Governor for Health and Safety 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.

#### **Useful policies to use in conjunction with this policy**

Lone Worker Risk Assessment  
Health & Safety  
Traffic management plan  
School trip risk assessments  
Critical Incident plan  
Snow and Ice Clearance

Reviewed by:

Date:

Authorised by:

Date:

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# St. Luke's Church of England School

*'Cherish, Challenge, Aspire and Achieve'*



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