

English Martyrs' RC Primary School



Lone Worker
Policy
2016



Lone Worker Policy

Review Date: July 2016
Next Review Date: July 2017
Person in Charge: Paula Cornell
Link Governor: Darren Hubbard

INTRODUCTION

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the reporting of injuries, diseases and dangerous occurrences regulations 2013, the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 all apply.

Under this legislation it states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons (including the reporting of incidents and accidents) who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The definition of a lone worker is:

“Lone Workers are those who work by themselves without close or direct supervision”.

The definition of work-related violence as: *“any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”.*

1. General Statement

This 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 both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the Headteacher.

2. Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours. These are deemed to be from **07:00**

and 19:30, Monday to Friday, with flexible times for boiler checks and site inspections at weekends.

3. Legal Position

Our duty to both assess and control any risks from lone working is governed by the **Health & Safety at Work Act 1974 (HSWA)**. S.2 requires us to ensure, so far as is reasonably practicable, the healthy, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under S.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health & Safety at Work Regulations 1999** (as amended).

4. Persons at Risk

People at risk may include anyone who comes into school alone during closure times and particularly the site manager.

Who has to assess the risks?

In all case employers are responsible for assessing the risks and seeing that it is adequately done. This task is generally delegated to suitably qualified individuals. Those with the necessary skills (training), competencies, experience *and other qualities* to enable them to undertake the risk assessments.

Which risks should be assessed?

The Management Regulations require employers to assess the risks to the health & safety of anyone that may be affected by it's activities - yourself, other employees, other employers and members of the public.

What types of risks are there?

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list, individuals will be expected to report all situations to the Headteacher or health and safety representative which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

5. Risk Assessment

Our risk assessments 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 on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- **Risk of Violence**

All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.

- **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**

Working at height will not be undertaken when working alone.

- **Chemicals**

Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.

- **The Worker**

The medical fitness of workers working alone will be assessed.

- **Access and Egress**

There are no locations which are difficult to access or exit which would be used when working alone.

6. Control Measures

The whole workforce will:

- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety, for example, use kick stools when working at height
- not do anything to put themselves in danger
- know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- never cut corners or rush work
- always follow reasonable targets
- stop for regular breaks and, if possible, change activity
- inform the Headteacher or health and safety representative of any relevant medical conditions
- inform the Headteacher or health and safety representative of any hazards or accidents encountered. All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.

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

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard

Where possible outside of normal working hours, the workforce should arrange to be in school with others.

Key holders are also advised to inform someone when they are attending an alarm call out and follow the agreed protocol. Staff should inform the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours. Staff should also be provided with the Site Manager's mobile phone number.

Risk of Violence

- Staff are required to lock themselves in the buildings when lone working.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- All staff are required to give 24 hours notice to the Headteacher before lone working, either after hours or through holiday periods. The school will be locked during these periods.

- Staff attending alarm activations will only attend either with police support or in pairs. 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 an entry, police support **must** be gained before entering the school.

Communication: Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or access the school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving, e.g. Senior Leader, family member or colleague (Site Supervisor in another school).
- Maintain contact with one of the above while working alone.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are able to leave the site in the event of an incident.

First Aid

- For those working on our premises, first aid kits can be found in the disabled toilets and kitchen.

Emergency Procedures

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/school phone to contact the Headteacher, the staff member's nominated person or the emergency services.

Access and Egress

- Staff are required to consider weather conditions before coming into and while at work.

7. 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 or bulky items;
- Transport of injured persons.

8. Line Managers

It is the responsibility of the Headteacher to monitor the tasks being carried out by staff. In particular, she is responsible for ensuring that any tasks described in Section 6 are not carried out by one person alone.

If the nature of the tasks change in any way, he/she must ensure that a new risk assessment is carried out.

She also needs to ensure that any lone worker follows good working practices and safe systems of work.

9. Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Headteacher. 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.

Revised by: Headteacher, Staff and Governors

Date: July 2016

Next Review: July 2017 or sooner if regulations/circumstances change.

Signed: D. Hubbard

Designation: Chair of Governors

Date: 06.07.2016