



## Lone Working Policy

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	SLT Lead	Approval level	Latest date policy approved	Renewal frequency	Next renewal
	Business Manager	GPC	April 2020	1 yr	April 2021
Approval of Committee	General Purposes Committee				
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### Statement of Intent

Noadswood School recognises that there may be an increased risk to the health and safety of employees when working alone. This policy has been established to identify risks and manage them accordingly.

The school has a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health, safety and welfare of employees.

Within this policy, 'lone working' refers to situations where staff, in the course of their duties, work alone in the school and are physically isolated from colleagues, possibly without immediate access to assistance. It is possible for a staff member to be lone working with other staff members in the building, due to the nature of the building creating isolated areas.

### Lone Working Procedures

The Headteacher is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring lone working. These procedures must ensure that all involved are aware of precautions and methods of work to be followed, including emergency action to be taken if necessary.

An established list of approved lone working activities is available below, outlining situations where lone working may be authorised and the necessary precautions and work methods to be followed:

- Staff carrying out administrative / non-teaching duties outside of teaching periods / outside of school hours
- Admin staff carrying out their usual duties outside of normal working hours
- Site Team early unlocking and late locking up
- Site Team management of Lettings
- Revision Sessions during holiday periods
- School Clubs outside of school hours
- School Productions meetings and rehearsals outside of school hours

Providing the activity is on the approved list, lone working may be deemed authorised.

Unless explicitly stated on the approved list, lone working must only be undertaken following authorisation from the Headteacher.

It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times.

Any person who becomes aware of circumstances involving lone working where the existing control measures may not be fully effective must inform the Headteacher as soon as possible.

Risk assessments must 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 available assistance should something go wrong. Once relevant tasks are identified, the following must be considered:

- Risk of violence: all jobs involving lone working are assessed for risk of verbal threats or violence.
- Plant and equipment: plant and equipment used by lone workers will be assessed for suitability.
- Work at height: working at height will not be undertaken when working alone.
- Chemicals: the use of chemicals will be considered with regard to their suitability when working alone.
- Access and egress: some lone working may require access to locations that are difficult to access or egress. Assessments will consider whether these tasks are suitable for lone working.

## Assessing Risk

When authorising lone working, the following factors should be taken into consideration:

- The nature of the tasks
- The nature of any tools or equipment
- The nature of any substances and materials
- Means for raising an alarm in an emergency
- Known medical conditions of the worker
- The worker's knowledge, experience and qualifications
- The vicinity involved
- The time of day
- The means for periodical checks on the wellbeing of all persons involved

## Control Measures

In order to manage general risks, the following control measures have been put in place.

- Staff should not arrive prior to 7am.
- Staff should plan to leave by 8pm. If working on after 8pm, staff should inform the Site Team of their expected time of departure, which in any case must be by 9pm at the latest.

Lone workers must:

- Not undertake work for which they are not trained / qualified.
- Take reasonable care of their health and safety.
- Not put themselves in danger.
- Know, and follow, safe working procedures.
- Never rush or cut corners.
- Follow reasonable targets.
- Stop for regular breaks and, if possible, change activity after prolonged periods.
- Inform the Headteacher of any relevant medical conditions.
- Consider any relevant medical conditions and ensure support is available should the need arise.
- Inform the Headteacher of any hazards or accidents encountered.

In order to manage risks of violence, the following control measures have been put in place:

- Staff must not arrange meetings with others on school property when lone working, unless the parties are known to them, for example, parents or regular contractors.
- Staff must not handle cash when lone working.
- Late meetings must finish promptly and not leave a lone member of staff on site.
- Staff must not approach or let into buildings unauthorised persons when lone working.

In order to manage risks, the following communication procedures should be followed:

- Avoid lone working where possible by arranging to work in pairs or a group.
- Carry a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be in work and when you are leaving.
- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile or school phone to contact the Headteacher, their nominated person, a member of the Site Team, or the emergency services.
- 2-way radios are available in Reception to contact the Site Team.

First aid kits can be found in the following locations:

- CCTV Room
- Grounds Shed (includes eyewash)
- Gym
- Kitchen
- Library
- Main Admin Office
- Medical Room (includes eyewash)
- Minibuses 1 and 2
- Music Office
- Physio Room
- Reception Office
- Room H14
- Science Block Upper and Lower Prep Rooms (both include eyewash)
- Site Team Office (includes eyewash)
- Sports Hall
- Technology Block Classrooms T11, T12, T13, T14 and T15
- Wood Store (includes eyewash)
- Art Office

## **Training**

Lone workers will be fully trained in safe working practices. The Risk Assessment process will be used to identify areas of concern and relevant training needs. The Premises Manager is responsible for organising all relevant training.

## **Duties of a Lone Worker**

Lone workers are expected to follow all the procedures outlined in this policy and all relevant training. Failure to do so may be a disciplinary offence.

## Child Protection and Safeguarding

Physical restraint and use of force:

- Our policy on physical intervention by staff is set out in our Physical Restraint and Reasonable Force Policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.
- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

One-on-one sessions:

- Full and ongoing training regarding child protection, physical restraint and the use of reasonable force, and lone working procedures will be provided for all staff with regular lone working responsibilities.
- Meetings or sessions with children will never be held in remote or secluded areas.
- Colleagues will be informed beforehand when holding one-to-one sessions or discussions.
- The use of 'engaged' or equivalent signs is prohibited.
- Doors will be kept open when conducting one-to-one sessions. Where this is not possible, for example in a music lesson, it will be ensured that both parties can be seen through one or more windows.
- When holding one-to-one sessions, staff members will talk to the child with a desk between them, or otherwise arrange the room or environment to avoid unnecessary physical contact.
- Both parties will sit near to the door.
- If a child becomes emotional, distressed or angry, the staff member will seek assistance, it will be reported to a senior colleague and a record kept of the employee's concerns.

When a single adult transports pupils, the school will ensure that:

- A full risk assessment is conducted and agreed.
- Personal references are secured for one-off volunteer drivers unknown to the group leader.
- A Disclosure and Barring Service check is taken on any volunteer with regular contact with pupils.
- Volunteers read and sign an agreed Code of Conduct.
- Groups are dropped off at a central point to ensure the driver is not alone with a single child.
- Groups are established so children who live near to each other travel together.
- Predetermined routes and timings are adhered to.

Allegations:

- Our policy and procedures for dealing with allegations against staff can be found in our Allegations of Abuse Against Staff official document.

## Monitoring and Review

- The Premises Manager is responsible for monitoring this policy and procedures and amending accordingly following incidents or concerns.
- The policy will be reviewed annually by the Premises Manager.