



Lone Worker Policy

Aim of the Trust

To provide an outstanding education for every child in the trust through high aspirations and the principles of quality learning using curiosity, exploration and discovery.

To ensure all staff, volunteers and contractors with a safe working environment.

This policy is linked to the following policies:

- Health and Safety Policy
- First Aid Policy
- Fire Safety Management Policy

Principles

The Trustees of The Langley Academy Trust recognise their responsibilities under the Health and Safety at Work Act 1974 (HSWA) and the Management of Health and Safety at Work Regulations 1999, to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of students, staff and others using or visiting the premises. The Trust will promote equality in all aspects of academy life, particularly as regards all decisions on safety at work.

Purposes

This policy sets out a clear and consistent framework for lone working. It is recognised that there are occasions when staff may be required to work alone or in isolated situations.

Definition

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. A lone worker will typically fall into one of the following categories:

- Staff that are required to work alone for all or most of the time, such as cleaning staff working in the evenings or early mornings
- Staff staying on to finish work after others have left, or those who regularly work late or start early, before anyone else gets into the building
- Staff working during the school holidays or at weekends
- Staff who are key holders or who are left to turn out lights, set alarms and lock up the premises after everyone has gone home.

Risk Assessment

A lone working risk assessment will be carried out for lone workers as required.

Process for Lone or Isolated Working

Approval to Work Alone

Staff must seek the permission of the Headteacher to work alone in the building outside normal school hours, and notify the relevant member of the facilities team. The experience and training of all staff and the activities to be undertaken will be taken into consideration before approving lone working.

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 to call if the lone worker fails to return home at the expected time.

Lone Worker Alarm

The first member of staff on site should collect the Lone Worker alarm from the reception desk and maintain ownership of this alarm until others arrive at work. In addition, the last member of staff in the building at the end of the day should maintain ownership of the alarm until they are leaving the building. If a member of staff is in the building alone for the duration of their stay in the building (for example, working during school holidays), or working in an isolated part of the building, they should maintain ownership of the Lone Worker alarm at all times.

Please note, in order to work on site in an isolated manner, it is a requirement to carry the lone worker alarm with you at all times.

We suggest that staff are should be more vigilant at times when they are more likely to be working alone or in isolation. i.e. at the beginning and end of a school day.

Safety when Working Alone

Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance. Lone workers must be considered capable of responding correctly in an emergency situation.

Staff should ensure that areas of the school not in use are kept secure.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Only agreed tasks are to be undertaken, and staff must avoid high risk activities including but not limited to working at height, manual handling of heavy or bulky items or use of solvent based paint or glue. Lone workers should not undertake activities that have 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 staff have a responsibility for making themselves familiar with and following the safety procedures and location of safety equipment.

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.

Staff should be proactive in bringing to the attention of the Headteacher, or facilities team, any aspect of work related risks which may occur when working alone.

Key Holders

Key holders may need to attend premises outside of normal business hours. This may be to carry out normal work activities or following the activation of an intruder alarm or because of some other emergency that might have occurred.

Good practice dictates that at least 2 key holders should be appointed at each location in order to cover holidays and sickness etc. In addition to this, each location contracts the services of a call out Alarm Company in the event that an alarm goes off in any Trust location outside working hours.

It is the responsibility of all 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. 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.

Review of Policy and Procedures

The Trustees and the Health and Safety Committee will regularly monitor the implementation of these procedures, and this policy. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

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Next Review Date: May 2022