

# Lone Working Policy



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| <b>Date:</b>        | 01.09.2022     |

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| <b>School Role:</b> | School Advisor            |
| <b>Date:</b>        | 01.09.2022                |

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| <b>Next review date:</b> | 01.09.2023 |
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## 1. Purpose

Howard House 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.

The risk increases when:

- An employee is in an isolated location for example the cellar or roof void.
- An employee is working outside normal hours.
- An employee working during closure times and school holidays.
- Carrying out working duties, but offsite, for example, school trips, residentials, home visits, banking of cash, 1:1 with students and driving to specific directed destinations.

Therefore, all employees have a duty to themselves and others with regards to safety and when working outside 'normal duties' to follow lone working procedures.

## 2. Lone working procedure

The Head of School is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring lone working.

## 3. Regular Lone Working

It is expected that the following employees will regularly work alone and outside of normal working hours:

- Headteacher
- Head of Centre
- Premises Staff
- Outreach Staff
- Agency staff where required

# Lone Working Policy



These employees who regularly work alone must ensure that they are fully aware of the procedures, control measures and methods of work for lone working. All staff will have an up-to-date DBS. It is the responsibility of the individual to ensure that their family are aware of the circumstances and the contact details of who to inform in case of an emergency.

## 4. Occasional Lone Working

Employees must ensure that the Head of School is aware that they are lone working so that procedures, precautions, methods of work and risk assessments are implemented and are followed, including emergency action and contact details.

- 1.1. Unless explicitly stated, lone working must only be undertaken following authorisation from the Head of School. (where not reachable, Senior Leader).
- 1.2. It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times.
- 1.3. Any person who becomes aware of circumstances involving lone working, where the existing control measures may not be fully effective, must inform the Head of School as soon as possible.
- 1.4. 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 areas 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 regarding 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.

## 5. Assessing risk

- 5.1. When authorising lone working, the following factors should be taken into consideration and outlined clearly in all risk assessment documentation:
  - 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 and student
  - The worker's knowledge, experience and qualifications
  - The vicinity involved
  - The time of day
  - The means for periodical checks on the well-being of all persons involved.

## 6. Control measures

- 6.1. In order to manage general risks, the following control measures have been put in place. Lone workers must:
- Not undertake work for which they are not trained/qualified for
  - Take reasonable care of their own 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 Head of School of any relevant medical conditions
  - Inform the Head of School of any hazards or accidents encountered.
- 6.2. In order to manage risks of violence, the following control measures have been put in place:
- Staff are required to lock themselves in buildings when lone working
  - Staff must not arrange meetings when lone working
  - Late meetings must finish promptly and not leave a lone member of staff on site
  - Staff must not approach or give buildings access to unauthorised persons when lone working
- 6.3. 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/school phone to contact someone on the emergency list for lone working, their nominated person or the emergency services.
- 6.4. First aid kits can be found in the following locations:
- First Aid Room
  - School Administrator Office
  - Staff Working Office
  - All School Vehicles
  - Football Academy

## 7. Duties of a lone worker

- 7.1. 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.

## 8. Child protection and safeguarding

- 8.1 One-on-one sessions:
- If lone working is an integral part of an employee's role, a full and appropriate risk assessment will be conducted and agreed.
  - Full and ongoing training regarding child protection, an up-to-date DBS, physical restraint (FFSC) and the use of reasonable force, and lone working procedures will be provided for all staff with regular lone working responsibilities.
  - Colleagues will be informed beforehand when holding one-to-one sessions or discussions.

# Lone Working Policy



- Doors will be kept open when conducting one-to-one sessions. Where this is not possible, 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, the teacher to be nearest to the exit.
- If a child becomes emotional, distressed or angry, the staff member will seek assistance, it will be reported to a senior leader and a record kept of the employee's concerns.

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

- A full risk assessment is conducted and agreed.
- A Disclosure and Barring Service (DBS) check is taken on any volunteer with regular contact with students.
- Groups are established so students who live near to each other travel together.

8.3. Allegations:

- Our policy and procedures for dealing with allegations against staff can be found in our Complaints and Safeguarding policy.