

BRIGHSTONE C.E. PRIMARY SCHOOL



Lone Working Procedures Policy

Date Agreed: November 2023

Review Date: November 2025

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	28 th January, 2015	KH	FGB	New policy
2	12 th January 2016	KS	FGB	No changes
3	27 th March 2017	TF	FGB	Minor revisions to reflect practices
4	November 2023	RL	BM	Minor revisions to reflect practices

Introduction

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, or cleaning staff may be required, or choose, to work alone or in isolated situations. This, however, may introduce risks for a normally non-hazardous work activity.

Categories of lone worker

Within Brighstone Primary School, a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied part of the building
- Those who work in an isolated part of school grounds
- Those responding to an alarm call out of normal school hours
- Those who work in the school building during holidays, weekends and after normal school hours

Definition of Lone Working

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.

Risk Assessment

It is the responsibility of the headteacher to ensure that an annual Whole School Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working. The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history. It details the Lone Working procedures that are in place.

Hazards identified will be evaluated by the headteacher 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. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Controls

- All lone working staff should notify the headteacher, via text, on arrival at the school, and their estimated time to depart. They should then notify the headteacher when they have left. The headteacher will contact the lone worker if they haven't been contacted by the specified time. In cases where the headteacher is lone working, they will notify the site manager and the same procedures apply.

- The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Whenever possible it is recommended that staff work with a colleague.
- Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.
- Staff should 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 medical conditions that might cause incapacity or unconsciousness.
- Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- Contractors should have access to their own first aid kit suitable for treating minor injuries.
- 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.
- 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.
- Lone workers should not undertake activities that involve working at height, and 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 in an isolated building or in an isolated area must follow Brighstone Primary School Working at Height Procedures detailed on the Whole School Risk Assessment.
- Lone workers who are handling money should do this out of view of external doors and windows (blinds could be closed to aid this). If someone comes onto the premises making demands for money, it is advised to give it to them without hesitation.
- All school personnel are reminded about the importance of maintaining a healthy work/life balance.
- 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.
- The school respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1996, 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 the headteacher any aspect of work-related risks.
- The headteacher and/or Health and Safety Governor 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.