



**Boroughbridge High School and King James's School
Federation**

POLICY STATEMENT

LONE WORKING

Policy last reviewed (date)	October 2021
Ratified by Governors (date)	November 2021
Next policy review due (date)	November 2024
Due for review by Governors (date)	November 2024
Staff Lead	BHS PA to Headteacher

MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by ensuring identification and management of health & safety risks associated with working alone.

Significant revisions since the last review:

Updated to Federation policy.

1. General Statement

The Federation recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a procedure which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy, should be addressed to the Site Manager.

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 school, (2) at a client's premises, and; (3) when working outside normal school hours. These are deemed to be from between 8:00a.m, and 4:00p.m.

3. Legal position

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

4. Risk assessment

Department Heads / Line Managers are responsible for authorising working alone. If working alone is authorised or part of the general responsibility of the role, a Risk Assessment is to be completed by the Department Head / Line Manager with the person who is authorised to work alone. The 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;

- The 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 must 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 each worker to continue working alone will also be assessed.

Access and Egress;

- Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.

5. Control measures

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

Risk of Violence:

- All Staff are required to lock themselves in the buildings when lone working.
- Staff are required not to arrange meetings with parents or members of the public when lone working. All meetings must be arranged during main school occupancy times or when there is more than one member of staff on site for the duration of that meeting.
- Late meetings must be arranged so as to finish promptly and so as not to leave one member of staff alone on site.
- Staff are required not to approach or let into the buildings unauthorised persons when lone working.

Communication:

- Staff are required to avoid lone working wherever possible by arranging to work in pairs or as a group.
- All staff are required to sign in and off the site
- Staff are required to carry either a mobile phone at all times when lone working.
- Staff are required to let someone know they are coming into work, how long they are expected to be on site and when they are leaving site.

- **Working in school during the holidays**

All workers must sign in at reception. Checks of site –based workers are to be made every two hours by the duty site supervisor/site caretaker.

- **First aid:**

Those staff whose lone working activities occur off-site will be provided with a personal first-aid kit. It is the responsibility of each individual to ensure that it remains adequately and correctly stocked. Replacement contents can be obtained from:

Boroughbridge High School: Mrs W Firth.

King James's School: Mrs Tammy Miles (School Nurse).

For those working on our premises, first aid kits can be found at the following nearby locations:

Boroughbridge High School:

Medical Room, School Main Kitchen, All Science Labs, DT Workshops, Art Rooms and The Staff Office in the Sports Hall.

King James's School:

School Nurse office, Caretaker office, Design and Technology office, Main Kitchen, PE office, Reception, Science Technicians station. Sixth Form Café, Main Staff Room.

• **Emergency procedures:**

Boroughbridge High School:

In the event that a lone worker falls ill, or into difficulties, they are to use the telephone and call the school main office ext: 202, or 231 or 230. By mobile phone: 01423 323540 + Extn. For accidents outside normal working hours calling 999 should be considered or, the school's main points of contact are the Assistant Business Manager and the Senior Caretaker and Caretaker.

King James's School:

In the event that a lone worker falls ill, or into difficulties, they are to use the telephone and call the school main reception 01423 866061. For accidents outside normal working hours calling 999 should be considered or, the school's main points of contact Director of Business Services, Site Manager, Site Caretaking Team or the Cleaning Supervisors.

Access and egress:

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

6. Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Any form of working at height;
- Manual handling of heavy or bulky items;
- Using certain equipment for example, circular saws, drills etc;
- Use of solvent based chemicals, paints or glues;
- Transport of persons must always be undertaken by more than one member of staff.

7. Training

Where necessary, all lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors. The training is to be conducted by a person who is experienced on the equipment/activity and / or is responsible for the trainee

8. Line Managers

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff. In particular, they are responsible for ensuring that any tasks described above are not carried out by one person alone. If the nature of the tasks change in any way, the manager must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and Safe Systems Of Work (SSOW).

9. Lone Worker Duties

All lone workers are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the schools' safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence.