

St.James' CofE Primary School



Lone Worker Policy

Reviewed: C Hilton January 2017

Review Date: September 2020 or as required.

LONE WORKER POLICY

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. Lone working is to be actively discouraged and alternatives should be investigated. However, it is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff or contractors may be required, or choose, to work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

Categories of lone workers:

Within St. James' CofE Primary School a lone worker will usually fall within one of the following categories:

- ◆ Those who work in an otherwise unoccupied building
- ◆ Those who work in an isolated part of a building/school grounds
- ◆ Those responding to an alarm call out 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 all members of staff have read and understood the Lone Working Policy & Risk Assessment.

A risk assessment must be undertaken for each Lone Worker / lone working episode. Hazards identified will be evaluated by the Headteacher/Health and Safety Coordinator 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.

Contractors will be given a copy of the Lone Working Policy & Risk Assessment and will be required to complete an assessment relevant to the work they are undertaking before starting work. The Contractor is required to fully comply with all aspects of the relevant Health & Safety Legislation whilst working on site at St. James' CofE Primary School.

Controls

Staff should seek the permission of the Headteacher / Lead Governor for Health & Safety to work alone in the building outside of normal school hours. Apart from the Headteacher,

only the site supervisor Mr Matthew Stuckey and Deputy Head Teacher Mr Stuart Booth along with Safeguard Security Services have keys to the building.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher. Whenever possible it is recommended that staff work with a partner.

Staff should not enter the school premises if there are signs of a break in or intruders. Normally the intruder alarm will have been activated, Safeguard Security Services monitor the alarm system, are first call key holders and would call the police. Staff should lock doors when lone working and 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.

All lone working staff should establish and record on their risk assessment their own checking in and out system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher, Caretaker or Safeguard Security) to call if the lone worker fails to return home at the expected time.

Staff working alone 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.

At St. James' CofE Primary School mobile phone reception is poor so lone workers should use the schools landline system to communicate with their check in / check out contact. 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 by using the walkie – talkie equipment held by the school. Details of the method of use is contained in the lone worker risk assessment.

Lone workers should not undertake activities that involve the handling of money, working at height, 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 must follow St. James' CofE School's Working at Height Procedures.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.