New Direction School

**Lone Working
Policy and Guidance**

Reviewed Date:	Reviewed By:	List of changes	Next Review
August 2021	Luke Collins	● No significant changes	August 2022
July 2022	Luke Collins	● Reviewed with no changes needed	July 2023
July 2023	Luke Collins	● Reviewed with no changes needed	July 2024
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1.   Introduction

Where associated tasks require staff to work alone, both the individual staff member working presents. While many hazards at work are relatively easy to identify and control, other health and safety aspects are less easy to define.

Identifying Lone Workers:

The Health and Safety Executive's definition of lone worker is:

"Those who work by themselves without close or direct supervision". (
https://www.hse.gov.uk/toolbox/workers/lone.htm#:~:text=Lone%20workers%20are%20those%20who,without%20close%20or%20direct%20supervision.)

Examples of employees who may be classed as lone workers include:

Staff with responsibility for opening up and closing buildings.

Staff working outside normal working hours.

School staff working during holiday periods.

Staff working in an isolated part of the building.

(This list is by no means exhaustive).

2.   Context

Consideration therefore needs to be given to the potential risks faced by lone workers, as follows:

A commitment to supporting staff both in establishing and maintaining safe working places.

Recognising and reducing risk.

A commitment to the provision of appropriate support for staff.

A clear understanding or responsibilities.

The priority placed on safety or the individual.

A commitment to providing appropriate training for staff.

Equipment such as mobile phones to be available.

3.   Definition

Within this document, '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 access to immediate assistance. The situation may arise where there are other staff in the building but the nature of the building itself my essentially create isolated areas.

4.   Assessing the Risks:

Having identified lone workers, the risks to which they are exposed need to be assessed. This assessment should take into account the risk inherent in the task and the environment, along with any additional risks associated with the fact that the employee is working on their own. The main risks associated with lone working may be identified using the checklist below:

1. **Access:**

● Who knows who is in the building? Identify hazards specific to the individual, eg medical conditions, disabilities, expectant mothers, etc.

● Is there any way of identifying legitimate visitors? Identifying forms of i.d. as genuine not fake. **Ensure all visitors to the school are provided with a visitor's badge.**

● Could people just wander in? Ensure external doors throughout the site are locked preventing access from outside the building.

2. **Isolation:**

● Are employees working alone in isolated offices or parts of the building? Advise staff within other areas you are in school.

● Do employees meet with outside agencies or members of the public in isolated officers? Ensure you inform staff of your whereabouts and who you are with.

● Who knows where employees are and whom they are with? Identify a designated member of staff to inform the Line Manager.

● Are there suitable lines of communication between the lone worker and a designated person? Ensure regular contact/communication throughout the day.

● Are there procedures in place if contact with the lone worker cannon be established, as required. Regular communication network should ensure appropriate contact and wellbeing of lone worker.

● Can employees in isolated areas summon help or raise an alarm?

3. **For employees who are required to work alone and away from a fixed location, procedures using the following checklist:**

● Have you signed in/out from your location? Signing in/out register situated in the main office.

● Do other staff know where you are going? How long you will be and your estimated time of return? Information should be indicated in the signing in/out register.

● Can you contact other staff or they with you? Ensure communication network is in place throughout the working day by regular contact i.e. advise designated staff of whereabouts and safe conclusion of visit.

● Ensure you are accompanied if making sensitive visits.

● Ensure you inform a designated member of staff of your proposed visit, proposed time and return.

4. **Personal Safety:**

● First priority is to plan for a reduction of risk for staff working alone.

● Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

● Before working alone, an assessment of the risks involved should be made in conjunction with the Line Manager.

● Staff should inform their Line Manage or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when leaving the building.

● A robust system is in place for signing in and out within the main building, and staff should follow these procedures.

● Where staff work alone for extended periods and/or on a regular basis, procedures should be in place for regular contact between staff, both to monitor the situation and to counter the effects of working in isolation.

5. **Assessment of risk:**

- In drawing up and recording an assessment of risk the following issues should be considered as appropriate to the circumstance:

- *The environment – location, security, access, safety.*

- *The context – nature of the task, any special circumstances.*

- *The individuals concerned – indicators of potential or actual risk.*

- *History – any previous incidents in similar situations.*

- *Any other special circumstances*

All available information should be taken into account and checked or updated as necessary.

6. **Planning:**

- Staff should be fully briefed in relation to possible risks involved in lone working.

- Plans for responding to those who present a known risk should be regularly reviewed.

- Communication, checking-in and fallback arrangements must be in place for all lone workers.

7. **Reporting:**

- Should an incident occur, reporting and de-briefing should follow appropriate guidance procedures.

- Identified person should debrief in the first instance.

8. **Monitoring and Review:**

- Ongoing yearly review of the Lone Working Police.

- Staff with a concern should ensure the issue is discussed with their designated person.

9. **Management Controls:**

Having carried out a risk assessment affecting lone workers both in-house and away from school, it is important to ensure that suitable and sufficient control measures are identified and put in place. A summary of suitable controls would be as follows:

- Are there suitable lines of communication and monitoring?

- Have emergency procedures been identified, and are staff aware of these, are they clear about the action to be taken?

- Have staff received suitable training, ie dealing with difficult situations?

- Have lone workers been given all necessary information (copy of the policy) to enable them to carry out their job safely?

- Have clear procedures been established which the lone worker can follow, as identified in the Lone Worker Policy.

- Staff are encouraged to seek advice/assistance from their Line Manager is they are unsure about a situation.

It is evident that having undertaken appropriate risk assessments and implemented all necessary controls it is important that all lone working situations are monitored and continually reviewed.

5. Monitoring

The Proprietor will monitor the operation of this policy and its procedures.

Review

This policy will be reviewed annually by the Proprietor and key staff.