



Hemingford Grey
SCHOOL

Lone Working Policy

Date policy was last reviewed and approved:

March 2021

HEMINGFORD GREY PRIMARY SCHOOL

LONE WORKING POLICY

The Governing Body of Hemingford Grey Primary School 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, 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 workers

Within The Hemingford School a lone worker will most likely 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 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 Site Manager/Headteacher to ensure that an annual Health and Safety and 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. Hazards identified will be evaluated by the Site Manager/Headteacher and Governors 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 the opportunity by the Site Manager to complete a Lone Working Risk Assessment as necessary and receive the appropriate Health and Safety information.

Controls

Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours. The Headteacher will agree with the staff member who they are to inform on the day when they arrive on site and leave site (this may be the Site Manager), and method of contact. Also, the anticipated arrival and departure times. Staff should sign-in and out using the InVentry system on all occasions if entering the school 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 and/or Site Manager. 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 activate the door security system 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 their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or Site Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures'. 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 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. The Site Manager will clear with the Headteacher any potentially high risk activities being undertaken during school holiday times to ensure adequate measures are in place.

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 or Site Manager.

The School Caretaker/site manager should wear and activate the 'RiskWatch' when appropriate. This is an Android smartwatch which has been provided by the school. It features a range of advanced functions designed to support lone workers in the field including a dedicated red alert button, remote monitoring of live audio, GPS location tracking and an automated check call facility.

If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, 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 Headteacher and Site Manager any aspect of work related risks.

The Health and Safety Committee will regularly monitor the implementation of these procedures, which will also be reported back to the Resources Committee as part of the standard agenda items. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Health and safety is everyone's responsibility.

Appendix 1 – Generic Risk Assessment

Activity / Event: LONE WORKING	Persons at risk: ALL STAFF	Persons at special risk: SITE MANAGER	Directorate/Section/Unit:
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Date Assessed:22.10.2020	Assessor's Name JEREMY BIRKIN and KIRSTEN MARRIOTT	Assessment Ref. No.:	Assessor's Signature:
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High Risk (Rate >7) – Unacceptable risk, take immediate action	Moderate Risk (Rate 4 – 6) - May or may not be an acceptable risk. Introduce & make all efforts to control/reduce risk	Low Risk (Rate 1- 3) – Risk may be acceptable, but consider possible low or no-cost improvements.
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A	B	C	D	E	F	G	H	J	K	L	M	N	P	Q	R
Hazards (the potential for harm) arising from activity / event	Can the hazard be controlled?	Risks (Identify who may be harmed, & how)	Risk level without controls			Existing controls (preventive and protective measures provided)	Risk level with existing controls			Risk level acceptable Y/N	Additional control measures required to reduce risk to acceptable level	Residual risk Level			Initials of Line Manager responsible for monitoring (G & Q) and implementing (M)
			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)	
WORKING ALONE IN SCHOOL	N	STAFF AND WORKMEN	2	3	5	PERMISSION SOUGHT FROM HEAD TEACHER TO WORK IN SCHOOL BUILDING OUTSIDE OF NORMAL HOURS. AGREED STAFF MEMBER TO BE INFORMED OF BEING ON SITE AND WORKING ALONE. ALSO TELL A FRIEND /COLLEAGUE /PARTNER YOU WILL BE WORKING ALONE ON SITE. TEXT THE AGREED STAFF MEMBER WHEN LEAVING SITE.	1	2	1						
	N	ACCIDENT / INJURY – DELAYED ASSISTANCE IN EMERGENCY	2	2	4	KEEP A MOBILE PHONE TO HAND , ENSURE IT IS KNOWN YOU ARE ON SITE (SEE ABOVE) AND WHAT ARE YOUR START AND FINISH TIMES	1	2	1						

		PHYSICAL ASSAULT / ABUSE	1	2	3	ALL DOORS/WINDOWS LOCKED - ACCESS ONLY BY CODED DOORS - DONT OPEN DOORS TO STRANGERS PARK ON ROAD RATHER THAN IN CAR PARK ENSURE THAT SITE IS LEFT SECURE INCLUDING SETTING THE ALARM.	1	2	1				
		CUTS / ABRASIONS – MUSCULAR – SKELETAL AND OTHER PHYSICAL INJURIES	2	4	6	MOBILE PHONE FOR EMERGENCIES IF IN DOUBT CALL 999 AVOID DOING TASKS THAT ARE HIGHER RISK IF AT ALL POSSIBLE, E.G. ACCESSING HEIGHTS	1	2	1				

Review Date	Review Date	Review Date	Review Date	Review Date
Signed Assessor	Signed Assessor	Signed Assessor	Signed Assessor	Signed Assessor

All safeguarding and child protection procedures are followed when children are taken off site.

Appendix 2 - Fob Holder Agreement

Terms of being given a 'Fob' which allows nominated staff to unlock and lock School

- I agree and understand my responsibilities of having a fob which allows me access into school and to make the school secure when I leave.
- I have read and understand the Lone Working Policy and agree to abide by its terms.
- If I am the last person to leave school I understand that it is my responsibility to ensure that all windows are shut and external doors secured and locked.
- I have understood the training I have received as to how use the fob.
- I will not give my fob to anybody else to use without prior permission from Mrs Marriott.
- Should I lose the fob I am responsible for I will inform Mrs Marriott immediately.

Name

Signature

Date