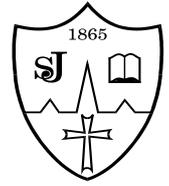


St. James' C of E Primary School

Lone Working Policy



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Written by: Kim Hoodless
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Introduction

Lone workers are those employees who work by themselves without close or direct supervision.

The following situations are covered by this policy:

- Site manager or last employee in the building/locking up
- Employees working outside of normal working hours, i.e. weekends and holidays
- People attending out of hours meetings/functions
- Contractors

There is no legal prohibition to working alone, however any hazards must be identified, risk assessments carried out and measures put into place to control any risks. **(see appendix 1 for risk assessment)**

All employees should consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. As this is not always possible all staff are made aware of this policy and the procedures required for lone working.

Purpose of Policy

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation and to describe the procedures which will minimise such risks.

Procedures

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- Ensure that someone is aware that you are working alone and that you keep in regular contact and/or have given an expected time of return
- Ensure that external doors are kept closed and locked
- Have a mobile phone to hand or access to the phone in the office
- When entering or leaving the building during darkness, make sure your key is readily available and be alert for intruders

- As staff are leaving the building after lone working, they should contact someone to let them know that they have left the building. This call should be made once the school has been locked.
- If leaving the building at night after a function/meeting try to leave with others
- Do not confront intruders or unauthorised users unless you are sure it is safe to do so
- Notify the head teacher, site manager or police if there is any sign of intrusion or if you are concerned about unauthorised users. Do not enter the building alone if there is evidence that it has been broken into; staff must wait for back up

In the case of employees with certain medical conditions it may be necessary to seek medical advice before allowing them to work alone.

All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures e.g. fire.

Staff Responsibilities

It is the responsibility of the head teacher to:

- Ensure that all staff are aware of this policy and that procedures are adhered to through a system of monitoring lone working, i.e. through a signing in system
- Establish times when staff can work in school 'out of hours', i.e. in the holidays without lone working. This can be achieved by asking staff to only work in school in the holidays when the caretaker is at work or to arrange to come into school with another person.
- Ensure that all safety checks are maintained, i.e. testing of fire alarms and maintenance of emergency exits

All staff should:

- Exercise appropriate levels of personal safety awareness;
- Communicate concerns and report accidents, incidents or 'near-misses';
- Ensure you use any equipment or procedures put in place for your safety;
- Report any failures in systems or equipment provided for your safety;
- Familiarise yourself with the above procedures for lone working and supporting risk assessments;
- Advise managers of any circumstances that may affect their ability to work safely (e.g. relevant medical issues);
- Ensure that you support any lone worker monitoring systems where directed to do so, i.e. signing in and out of building
- Ensure family members or partners have work emergency contact details where necessary.

Home Working

Staff are not required to work at home. If they elect to work at home it is their responsibility to ensure that they operate to the same standards and procedures applicable on school premises.

