




<h2>Lone Working Policy</h2>	
Governing Board with Responsibility	Full Governing Board
Reviewed/Revised	Spring 2016
Date of Next Review	Spring 2019
Additional Notes	Revisited every 3 years or if there is a change in legislation.



The purpose of this policy is to state how our school deals with the requirements of the law regarding any activities that may involve the need to work alone. There are many issues regarding lone working that need to be understood by all employees and in particular by those in a position of responsibility for others.

Lone working in the context of this policy is generally defined as follows:

Someone who is working and is out of the eye-line OR out of ear-shot (OR both) of at least one other person. (Note: this will apply of course to staff as well as pupils or students).

However, lone working will need to take into account several additional factors, such as the abilities and capabilities of an individual who may be working alone as well as the nature of the work itself. In some instances, carrying out a task alone is unacceptable in any case, whether the individual is within an eye-line or ear-shot or not. For example, certain manual handling tasks, work at height tasks involving a ladder that needs to be footed or certain situations where there may be a risk of violence.

In many instances, lone working is perfectly acceptable if it involves a low risk activity (such as simple office work), but in all cases, a lone worker should NOT work without some means of communication with another, or without some arrangement whereby a regular check is made on the lone worker by another.

Most staff will find themselves working alone at some point or other for short periods of time as they go about their day-to-day tasks and activities, which is a natural consequence of everyone 'getting on with their jobs'. However, whilst for the most part this will be of little or no risk to the lone worker, it is important that all workers recognise and understand what is considered to be unacceptable practice. Typical 'problem' periods occur during overtime working where not only will lone working be a more likely scenario, but that the normal day-to-day support facilities and arrangements, such as those for first aid, and security, may be limited or absent altogether.



Particular attention should be paid to those who are considered to be less familiar with the premises and the arrangements (and hence more vulnerable), such as visitors, contractors (such as cleaners), temporary workers etc.

Head Teacher: Mr Anthony Richards
Bursar/School Business Manager: Davina Burrell

The primary function of the above named persons is to assess the various activities that the organisation requires to be carried out that involves any need to work alone, as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for carrying out any lone working are adhered to. This applies to any internal operations as well as to the activities of any external person or organisation contracted in to carry out work. In such cases, external contractors will not be authorised to carry out any lone

The Policy:

- To aim to avoid all lone working wherever practicable and possible and consider all safeguarding options.
- To limit any lone working to those tasks and activities considered to be of little or no risk to the individual concerned.
- To minimise the period of time that anyone needs to be working alone.
- To ensure that appropriate arrangements are put into place to consider the health and safety of those who are authorised to carry out lone working.
- To recognise lone working situations that may crop up from time to time and to give clear guidance on what is acceptable and what is not acceptable.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- Systems and procedures for determining the work schedules and activities of external contractors (as can be obtained from their work plans, method statements and risk assessments) and for ensuring such contractors are made aware of our lone working policy.



- The caretaker needs to accompany at all times any contractor that is undertaking work during school hours
- Safe working practices and instructions for specific internal tasks and activities.
- Appropriate communication systems provided to/for those who have a need to work alone. (Note: these will range from telephones, mobile phones, glass panels of doors, personal and/or panic alarms etc).
- A request and authorisation procedure for controlling out-of-hours working and determining the nature of the work to be done.
- Security checks and procedures prior to locking up at the end of the working day.
- Permit to Work systems by which the hazardous nature of any work to be carried out on site can be controlled and the appropriate conditions laid down.

Responsibilities:

All staff have the following responsibilities:

- To ensure that any requirement for lone working is raised with their immediate supervisor or manager prior to carrying out the work.
- To inform their immediate line manager (or any other responsible person) of any situations that may suddenly arise that leaves them or someone else in a position of unacceptable lone working (Typical examples given at the end of this policy document).
- To only carry out the tasks and activities for which they have been authorised and to not carry out any that are unacceptable or prohibited.

Staff who are in a position of responsibility where they may authorise or refuse either lone working or out of hours working:

- To ensure that any lone worker for whom they are responsible is fully aware of the arrangements in place and is fully conversant with the means by which communication should be made in the event of a problem arising.
- To report any lone working seen or known to be unacceptable or prohibited. Where considered to be of a hazardous or dangerous nature, steps should be taken to stop the work immediately until appropriate arrangements are put (back) into place.

(Note: appropriate arrangements may not be immediately obvious, but if, after questioning the lone worker, it is clear that they are not aware of any and/or do not have the means by which to alert someone should a problem arise, it should be taken that the arrangements in place are NOT acceptable and thereby should be stopped unless or until the proper arrangements are in place and that all relevant personnel, including the lone worker, are conversant with them).

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Training:

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
 - Health and safety and any additional appropriate training to be arranged on an on-going basis.