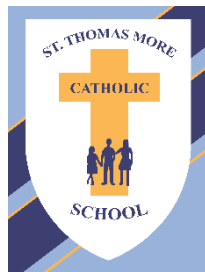


# St Thomas More Catholic Primary School



## **Lone Worker Policy**

## **INTRODUCTION**

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, catering, 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 Thomas More Catholic Primary School a lone worker will most probably fall within one of the following categories:

- Those who work in an isolated part of a building/school grounds.
- Those responding to an alarm call out after normal school hours.
- Those who work outside normal working hours. These are deemed to be from between 07:00am and 6:00pm Monday to Friday during term time.

## **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/Lead Governor with responsibility for Health and Safety 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 Thomas More Catholic Primary School.

## **CONTROLS**

Staff should seek the permission of the Headteacher/Lead Governor with responsibility for Health and Safety to work alone in the building outside of normal working hours.

Apart from the Headteacher, only the Deputy Headteacher, the Business Manager, the Cleaning Supervisor and the Site Team 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.

Staff must sign in and out on the "Holiday Signing In/Out sheet" located in the school office when lone working.

Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure.

Staff must not approach, or let into the school, unauthorised persons when lone working.

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 or Site Team) 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 health and safety procedures and location of first aid equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If lone workers rely on mobile phones to communicate with their check in / check out contact, 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.

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.

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. 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.

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 any aspect of work related risks.

The Headteacher/Lead Governor with responsibility for Health and Safety will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

**REVIEW TERM: ANNUAL**

**Policy adopted: 1<sup>st</sup> March 2017**

**Policy Reviewed: (Date of Review Meeting)**