

Prepared by: J Tringham
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Signature:
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Long Melford Primary School

Lone Working Policy

The Governing Body 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, caretaking/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

A lone worker will most probably fall within one of the following categories:

- Staff that are required to work alone for all or most of the time, such as cleaning staff working in the evening or early mornings.
- Staff staying on to finish work after others have left, or those who regularly work late or start early, before anyone else gets into the building
- Staff who are key-holders or who are left to turn out the lights and lock up the premises after everyone has gone home.
- Staff who work during the holidays or at weekends.

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

A lone working risk assessment for caretakers is in place. A risk assessment for any further staff who wish to work alone should be completed as required.

Controls

- Staff should seek the permission of the Headteacher to work alone in the building outside normal school hours. The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.
- The lone worker should notify someone of their intended time at work and their intended time of return.
- 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 (Line Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time.
- Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.
- Staff should 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.
- Only agreed tasks are to be undertaken avoiding high risk activities, i.e. working at height.
- Lone workers must be considered capable of responding correctly in an emergency situation by the Head. Whenever possible it is recommended that staff work with a colleague.
- Lone workers should not undertake activities that have been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
- Staff will receive information in the staff handbook 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.
- 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.

Key Holders:

- Key holders may need to attend premises outside of normal business hours. This may be to carry out normal work activities or following the activation of an intruder alarm or because of some other emergency that might have occurred.
- Good practice dictates that at least three key holders should be appointed in order to cover holidays and sickness etc.
- Please see Appendix 1 for intruder procedures.
- 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 bursar. 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.
- Staff should be proactive in bringing to the attention of the Headteacher or bursar any aspect of work related risks which may occur when lone working.
- The bursar and the governor with the responsibility of 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 of Policy and Procedures

The Governing Body reviews this policy and the procedures on a biannual basis. A risk assessment is completed annually.

Appendix 1

Intruder Procedures

On receiving a telephone call notifying of intruders establish the identity of the person making the call e.g. neighbour.

Call the Police to the premises.

What to take:

- Identification of who you are, for example an employee badge. This helps if police do attend the scene or are later called to the scene.
- A torch of a reasonable size and power
- Your mobile phone

On arrival at the premises

- If the Police are in attendance make sure they have checked all sides of the building. Then enter with the Police and check all areas.
- If the Police are not in attendance walk slowly round as much of the premises as possible checking for forced entry e.g. broken glass, prised doors, windows etc. including the roof and walls. Evidence of flash lights being used or other lights left on within the building; noise from within the building or outside; suspicious/unfamiliar vehicles parked in the immediate area. If in any doubt leave the site and call the Police by dialling 999.
- If all appears to be quiet, enter and check premises. Switch on appropriate lights. If there are signs of a break in leave at once and call the Police as above.
- If in doubt leave the site immediately, even if you have the use of a mobile phone. Arrange to meet the Police nearby. This is for your own safety.

On entering the premises:

- Check that the telephones are in working order. If the telephones do not work, it is likely that the lines have been cut by intruders who have, or who may try again, to attack the school. If the Police are in attendance they should be made aware of the telephone not working.
- If alone and, at any point, it is suspected there has been a break-in, then leave the premises and call the Police.
- If there has been a break-in, re-enter the premises and check carefully with the police and following their instructions. Please note that a crime reference number will be required for insurance purposes.

After checking the premises:

- **Notify the member of family or other responsible person, who is expecting to be contacted, to let them know that all is in order. Consider arranging to make further calls if appropriate.**
- Arrange for any emergency repairs to be made so the premises can be secured.
- If there is no apparent break-in, secure the premises.

Risk Assessment Lone Working: Job: Caretakers

Assessment undertaken by J Tringham

Hazard Identification	Level of risk	Action required to limit the risk
Working at Height	Medium	No work to be carried out at height when working alone unless assessed by person carrying out the work
Locking Up School in the evening	Medium	Outside lighting is limited so caretaker to carry a torch to illuminate dark areas Caretaker carry mobile phone.
Open Site	Medium	Front Door to be secured by 8pm when locking up. Front Door to be secured in the holidays when no one on reception
Dealing with trespassers on site	Low	Ask trespassers to leave site and escort off site. If they refuse to leave caretaker to dial 999
Severe Weather	Medium	Before school, following snow, caretaker to attend site and clear agreed pathways. Use spreading equipment. If clearing paths after school and working alone make sure it is safe to work and carry mobile phone.