

FEDERATION OF ST. NICHOLAS C OF E MIDDLE SCHOOL, PINVIN, AND PINVIN C OF
 E FIRST SCHOOL
AND
COLLABORATION WITH HIMBLETON FIRST SCHOOL



LONE WORKING POLICY

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| Date approved at FGB | 28.2.18 |
| Statutory/ school policy | School |
| Review period | 2 years |
| Date of next review | Spring 2020 |

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Lone Working Policy

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, 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.

A key in avoiding lone working is communication between staff. As school holiday periods and evenings are the most common times for Lone Working, this can be mitigated by staff liaison with each other on mutually agreed times of shared working.

Categories of lone workers:

Within the Pinvin Federation of Schools and Himbleton CE First School a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied building or modular build
- Those who work in an isolated part of a building/outside building/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 Executive Headteacher to ensure that all members of staff have read and understood this Lone Working Policy & Risk Assessment.

A risk assessment must be undertaken for each Lone Worker / lone working episode and this should be completed by the member of staff who will be lone working. Hazards identified will be evaluated by the Executive Headteacher/Head of School (Teaching and Learning) 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 either the Pinvin Federation or Himbleton sites,

Controls

Staff should seek the permission of the Executive Headteacher / Head of School (Teaching and Learning) to work alone in the building outside of normal school hours. Apart from the Executive Headteacher, only the Head of Schools, Business Manager and Site Manager have key access at St Nicholas CE Middle School. At Pinvin CE First School and Himbleton CE First School all teachers have key access, along with the school administrator, HLTAs, cleaner and those responsible for after school care at Himbleton.

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 Executive Headteacher. **Whenever possible it**

is recommended that staff work with a partner. This is particularly relevant in the school holiday (shut down period). The exception is the site manager at the Federation who has a specific risk assessment in place for lone working. 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, but with any intruder concern, **first call key holders and would call the police.**

Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure, the entrances to all 3 schools should remain closed and 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 and record on their risk assessment their own checking in and out system with family, friends or work colleagues and the Executive Head and Heads of School should be notified of the times that are intended for lone working. It is advised that lone workers provide the Executive Head/Head of Schools as named people to a relative or friend with a telephone contact number to call if the lone worker fails to return home at the expected time. This could result in a call being made to the Executive Head/Head of School. Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment. Staff should not undertake any activities that involve them being off floor height. Contractors should have access to their own first aid kit suitable for treating minor injuries.

At the Pinvin Federation and Himbleton CE First School mobile phone reception can be poor so lone workers should use the schools landline system to communicate with their check in / check out contact if required. 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.

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 Executive 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 Executive Headteacher any aspect of work related risks.

The Executive Headteacher and/or Lead Governor 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.