

## Lone Workers

<b>Date:</b>	October 2016	<b>Review Date:</b>	October 2017
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We have a duty of care for all school personnel under the Health and Safety and Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to make suitable risk assessments of work activities including the risks of school personnel working alone.

Lone working is any activity that requires an employee working by, on their own or without close or direct supervision. Lone working may occur in the evening, at the weekend or during the holiday and may be dangerous due to acts of aggression or violence by others, hazards in the workplace or the lack of help should an accident or illness occur.

We recommend that staff should only work alone on the school premises if it is absolutely necessary.

### Aims

- To have in place risk assessments and safety procedures for lone workers.

### Procedure

<b>Role of the Governing Body</b>	<ul style="list-style-type: none"><li>• The GB will:<ul style="list-style-type: none"><li>▪ appoint a member of staff to be the Health and Safety Coordinator to undertake risk assessments on lone working;</li><li>▪ nominate a link governor to visit the school regularly, to liaise with the coordinator and to report back to the GB.</li></ul></li></ul>
<b>Role of the Health and Safety Coordinator</b>	<ul style="list-style-type: none"><li>• When carrying out risk assessments the coordinator will consider the following:<ul style="list-style-type: none"><li>▪ the location of the workplace</li><li>▪ lines of communication</li><li>▪ the possibility of violence or aggression from others</li><li>▪ the risks of the work being done</li><li>▪ the health and fitness of the lone worker/s</li><li>▪ the need for training and instruction</li><li>▪ supervision of the lone worker/s</li><li>▪ dealing with unexpected illness, accidents or emergencies</li></ul></li></ul>

**Lakeside Community Primary School**

	<ul style="list-style-type: none"> <li>• The following control measures must be considered:             <ul style="list-style-type: none"> <li>▪ instruction, training and supervision</li> <li>▪ communication</li> <li>▪ security</li> <li>▪ accident prevention</li> <li>▪ first aid</li> <li>▪ access to buildings</li> <li>▪ personal assault</li> <li>▪ medical fitness</li> </ul> </li> </ul>
<b>Role of School Personnel</b>	<ul style="list-style-type: none"> <li>• All school personnel must recognise the hazards and risks involved by working alone by:             <ul style="list-style-type: none"> <li>▪ attending training and information sessions;</li> <li>▪ following the safe working procedures such as first aid, communication procedures and emergency procedures;</li> <li>▪ complying with the safe working procedures;</li> <li>▪ reporting any concerns they have.</li> </ul> </li> </ul>
<b>Safe System Procedures</b>	<ul style="list-style-type: none"> <li>• All school personnel are asked to follow the safe system for lone workers:             <ul style="list-style-type: none"> <li>▪ To inform the school office when they will be working alone.</li> <li>▪ To inform someone close to them where they are and when they will be home.</li> <li>▪ To have the school phone, school mobile or personal mobile with them.</li> <li>▪ To have a list of contact telephone numbers in case of an emergency.</li> <li>▪ To ensure the main door is locked.</li> <li>▪ To have a torch with them in a case of a power cut.</li> <li>▪ To park in a well lit area close to the main door.</li> <li>▪ To have a first aid kit at hand.</li> <li>▪ To ensure that the work they are doing does not involve working at height and lifting heavy goods.</li> </ul> </li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>• We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.</li> </ul>

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