

Willoughby Primary
School
'Learning for Life'



Lone Worker Policy

'The governors of Willoughby School aim to provide a safe and healthy working environment for the pupils, employees and visitors of Willoughby School.' (See H & S Policy)

1. Introduction

Willoughby Primary School recognises that some staff are likely to work by themselves in the school without close or direct supervision, sometimes out of school hours, or during the school holidays.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Governors have a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

To get some useful tips on personal safety we recommend useful guidance sheets produced by the Suzy Lamplugh Trust which can be downloaded from:

www.suzylamplugh.org.uk under Campaigns & Community.

2. Scope of the policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of Willoughby staff.

'Lone workers' includes:

Those working at their main place of work where:

- Only one person is working on the premises
- People working outside normal school hours, e.g. cleaner

3. Aims of the Policy

The aim of the policy is to: -

- Increase staff awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working;
- Reduce the number of incidents and injuries to staff related to lone working.

4. Responsibilities

The Governing Body is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- Providing resources for putting the policy into practice; and
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed

The Head Teacher/ Health and Safety Representative is responsible for:

- Ensuring that all staff are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees.
- Identify situations where people work alone and decide whether systems can be adopted to avoid workers carrying out tasks on their own
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;

- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident;

Employees are responsible for: -

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy; and
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

5. Risk Assessments for Lone Working

Check against the following:

Is the person medically fit and suitable to work alone? ✓

Are there adequate channels of communication in an emergency ✓

Does the workplace or task present a special risk to the lone worker x

Is there a risk of violence x

Are women especially at risk if they work alone x

Can the whereabouts of the lone worker be traced? ✓

6. Good Practice for Lone Workers

- Ensure someone knows details of them being in school and their estimated time of leaving.
- If, in the course of the day, plans change significantly, this should be communicated back to the person you told.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Staff should avoid being left on their own with a parent or child in school, or leaving a colleague in this situation.
- Staff should avoid meeting parents alone at school.
- Lone workers should have access to adequate first-aid facilities.
- Lone workers should carry their mobile phone and have access to other personal safety equipment where this is necessary.

Children and Vulnerable Adults

- In general, staff should **never** work alone with a child or vulnerable adult.
- In general, staff should never transport a child on their own and should assess any risk before transporting a vulnerable adult alone.

7. Monitoring safety issues

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened to the Head teacher. This includes incidents of verbal abuse.
- H& S audit will ask people working on their own whether there are any safety concerns that aren't being addressed. Lone workers are encouraged to seek help and advice if any safety concerns arise.

Policy: Produced 24/5/10 (Governor approval Sept 2010)

Review Every three years

Reviewed 19/9/12 14/1/15 24/1/18 13/1/21

----- Chair of Governors