



Lone Worker Policy

Silsden Primary School

Approved by Governing Board: Jul 22

Review Date: Jul 24



1. SCOPE OF THE POLICY

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

'Lone workers' includes:

Those working at their main place of work where:

- Only one person is working on the premises, e.g. caretakers.
- People work separately from each other, e.g. in different locations.
- People working outside normal office hours, e.g. cleaners.

2. 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.

3. RESPONSIBILITIES

The Headteacher is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risks 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.

Line Managers and Health and Safety Representatives are 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, and updating and refreshing this training as necessary;
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident; and
- Providing personal safety equipment, where this is felt to be desirable.

Lone workers 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;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone;
- Seeking the permission of the Headteacher before working alone on the school premises outside normal school hours; and
- Ensuring they do not arrange meetings with parents or members of the public when lone working. Meetings must be arranged during school occupancy times, or when there are other members of staff on site.

4. GUIDANCE FOR RISK ASSESSMENTS OF LONE WORKING

- 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?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Has an alternative to a home visit been considered?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?

Can the whereabouts of the lone worker be traced?

CONTROL MEASURES

In order to control the risks identified for lone workers, the following control measures are in place:

(i) General Control Measures:

Staff should:

- Not undertake work for which they are not trained
- Take reasonable care of their own health and safety and do nothing to put themselves in danger
- Follow all relevant safety procedures
- Inform school of any relevant medical conditions
- Inform school of any hazards encountered
- In the event of an accident, the school's accident procedure should be followed

(ii) Control measures for Risk of Violence

- Staff must not arrange meetings with parents/others when lone working. All meetings must take place during normal working hours/school occupancy times or when there is more than one member of staff on site for the duration of the meeting
- Late meetings must finish promptly. Staff must be aware not to leave one member of staff alone on site
- Staff must not approach unauthorised persons when lone working
- Staff must not allow unauthorised persons access to the building when lone working.

(iii) Control measures for Communications issues

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group
- Carry a mobile phone at all times when lone working
- Let someone know your movements – You must ring or text a member of SMT, advising that you are at school, how long you expect to be and when you intend to leave. You must then advise the same person when you have left the building.
- Be aware of – and comply with – school fire procedures at all times

Children and Vulnerable Adults – Please refer to the relevant Policies

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

5. PROCEDURES FOR LONE WORKERS

The school operates a 'buddy' system, whereby lone workers have a designated member of staff

For members of SMT, this will be the headteacher. Or in the case of the headteacher, this will be the School Business Leader.

For cleaning staff and Asst Premises Manager, they must inform the Premises Manager.

For the Premises Manager, they must inform the School Business Leader.

Buddys must:

- Be aware of the schedule and movements of the lone worker.
- Have all necessary contact details of the lone worker.
- Attempt to contact the lone worker if contact is not made as agreed.
- Follow agreed escalation procedures and notify the headteacher of any incidents.

Contingency arrangements will be in place for a member of staff to take over the 'buddy' role in case the nominated person becomes unavailable.

Where there is a genuine concern about the whereabouts or safety of a lone worker, the "buddy" will use the information held on record to try and ascertain the whereabouts of the worker. If contact cannot be made, they must inform the headteacher who will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

6. Monitoring safety issues

- 1.1. Lone workers will report incidents such as accidents, near misses and threatening situations to the Premises Manager who will make a record.
- 1.2. Lone workers should raise any safety concerns with their line manager, who will arrange for additional precautionary measures to be put in place.

7. Monitoring and review

- 2.1. This policy will be reviewed annually by the Governing board and headteacher.
- 2.2. The next scheduled review date for this policy is July 2023