

All Saints Schools Trust



Lone Working Policy 2018 - 22

	Date	Signed
Agreed by Trust Board:	July 2018	Chair of Board James Hargrave
Lead:	HR Committee	
Review date:	June 2022	

Lone Working Policy

Health & Safety Policy – HS24

Rationale:

Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

Employers are responsible for the health, safety and welfare at work of all their workers. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them.

These responsibilities cannot be transferred to any other person, including those people who work alone.

Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

Aims:

This policy aims to fully comply with the Health and Safety at Work Act 1974 and to follow the guidance set out in the Management of Health and Safety at Work Regulations 1999 to ensure that all those who undertake lone working, and those who manage employees who work alone, meet the requirements set out in the Regulations.

It endeavours to ensure that adequate arrangements are in place to manage lone working safely and to ensure that adequate resources are made available to enable the risks to be minimised so far as is reasonably practical

Definition:

Within this policy, 'lone working' refers to the Health and Safety Executive (HSE) definition of lone working:

“Lone workers are those who work by themselves without close or direct supervision.”

This includes situations where staff in the course of their duties work alone in the school and are physically isolated from colleagues, possibly without immediate access to assistance. It is possible for a staff member to be 'lone working' with other staff members in the building due to the nature of the building creating isolated areas.

Where associated tasks require staff to work alone, both the individual staff member and the School have a duty of care to assess and reduce the risks which lone working presents. While many hazards at work are relatively easy to identify and control, other health and safety aspects are less easy to define.

Responsibilities:

The Chief Executive Officer (CEO)/School Head Teacher should:

- ensure that staff who work alone are identified and that risk assessments are completed and reviewed at least annually, or sooner if there is a significant change related to that work or if there is a significant incident
- ensure that there is a safe system of work in place for all lone workers which includes being able to summon back up help or support, such as a lone worker monitoring system, buddy system or calling in arrangements (definitions of these terms can be found in Appendix A).
- ensure that, where the risk assessment identifies a high risk, which cannot be reasonably minimised, that lone working does not take place. This may include working at height, in confined spaces, or where there is a risk of violence. A lone worker risk assessment is attached as Appendix B.
- ensure that adequate training for lone workers is provided where required, e.g. de-escalation skills training (a definition of this term can be found in Appendix A).

Staff should:

- co-operate with managers by undertaking training and following the agreed safe system of work e.g. using any lone working monitoring tools that are provided
- report any concerns or hazards to their line manager
- complete an incident report form if needs be, including near misses, to help their line manager identify areas of risk.

Competencies / Instruction / Information / Training:

Managers must ensure that all persons who work alone understand the risks involved and receive guidance and training in working and behaving safely.

Additional References:

<u>References and further reading</u> HSE Publication INDG73.	<u>Working Alone in Safety</u>
<u>SCC guidance on COLIN</u>	
<u>Unisafe Training Programme</u>	
<u>Live Life Safe</u>	The Suzy Lamplugh Trust Website

Period of Review:

This policy will be reviewed every four years.

Appendix A

Buddy System – A method by which two people act as buddies to each other, know of each others whereabouts at all times and maintain contact in case of emergency.

Calling In Arrangements – A system of regularly telephoning in to the office to verify that you are safe or of the office telephoning the lone worker at predetermined times. The office contact may be your line manager or an appointed colleague; requires the office to be covered whenever the lone worker is working alone.

De-Escalation Skills Training – Personal safety training which teaches you how to recognise potentially threatening situations, how to avoid getting into those situations, how to bring calm to those situations, how to safely remove yourself from those situations and if necessary, how to defend yourself.

Lone worker monitoring system –An automated system in which the lone worker is monitored often using a combination of mobile phone and internet technology and which raises an alarm automatically if the employee fails to respond after a pre-determined time.

Appendix B

Lone working risk assessment

Responsible person	Melanie Barrow	Date:	April 2018
		Review date	April 2022

TASK Lone working by staff in school.

OUTLINE OF TASK Lone working could be undertaken in normal working hours at relatively remote location of the school or grounds, or on occasions at the beginning and end of the working day and outside term times.

HAZARDS The main hazards involved with the lone working include:

- Attack from intruders
- Threat of violence
- Burglary
- Accidents - slips, trips and falls causing major injury
- The possibility of suffering from a medical condition such as heart attack.

PERSONS AT RISK School staff.
With the extended school hours and the variety of lettings available in school, the school opening hours are lengthening. The threat of violence, accidents and burglary for external users should be addressed in the lettings policy. The Caretaker's lone working should be addressed specifically in risk assessments pertinent to their working patterns.

Document History

Version	Date	Comments
Issue 1	June 2018	Based on SCC Model Policy