



LONE WORKING

POLICY AND PROCEDURE

Complied by: Andrew Bodily	Date: Jun 24
Committee: LGB	Date agreed by Governors: Sep 24
Review Cycle: Every 2 years	Review Date: Sep 26

Vision and Values of the School

Our vision and values are at the heart of everything we do and are used to inform our taught curriculum, decisions and priorities.

There is an expectation that our values are the foundation on which we base our interactions with our students, families, staff, visitors, professionals and wider community.

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1. General Statement

Daventry Hill School recognises there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to Head of School.

2. Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their work experience working hours working alone. This may occur (1) during normal school hours at an isolated location within the normal workplace, (2) when working outside normal business hours i.e. before the start of the school day and after the end of the school day.

3. Legal Position

Our duty to both assess and control any risks from lone working is governed by the **Health and Safety at Work Act 1974** (HSWA). Which requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as support staff. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations**.

4. Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

4.1 Risk of violence

All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.

4.2 Machinery and equipment

Machinery and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.

4.3 Work at height

Working at height will not be undertaken when working alone.

4.4 Chemicals

Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.

4.5 The worker

The medical fitness of workers working alone will be assessed.

4.6 Access and egress

Some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

5. Control Measures

In order to manage the risks identified, we have introduced the following control measures:



5.1 Risk of violence:

Staff are required to lock themselves in the buildings when lone working. (This will not affect fire-exit doors)

Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school times or when there is more than one member of staff on site for the duration of the meeting.

Students are required not to handle cash when lone working.

Late meetings must finish promptly and not leave one member of staff alone on premises.

Staff must not to approach, or let into the buildings, unauthorised persons when lone working.

All staff are required to give notice to the Head of School before lone working.

Staff attending first alarm activations are able to attend alone however if there is a second activation prior to responding, police are to be informed and will be present.

An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support must be gained.

5.2 Communication: Staff are advised to:

Avoid lone working wherever possible by arranging to work in pairs or as a group.

Sign in and off the site

Carry a mobile phone at all times when lone working.

Let someone know you are coming into work, how long you expect to be and when you are leaving.

Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

5.3 First aid:

For those working on the premises first aid kits can be found in our designated Medical room, outside the staff room, the school reception and all classrooms.

5.4 Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school landline phone to contact the Head of School, Operations Manager or the emergency services.

5.5 Access and egress:

Staff are required to consider weather conditions before coming into and whilst at work.

6. Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- **Working at height.**
- **Manual handling of heavy or bulky items.**
- **Transport of injured persons.**

7. Training

Lone workers need to be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

8. Line Managers

It is the responsibility of the Head of School, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature of the tasks change in any way, they must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

9. Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Head of School. They are also expected to follow the safe systems of work and any associated procedures.

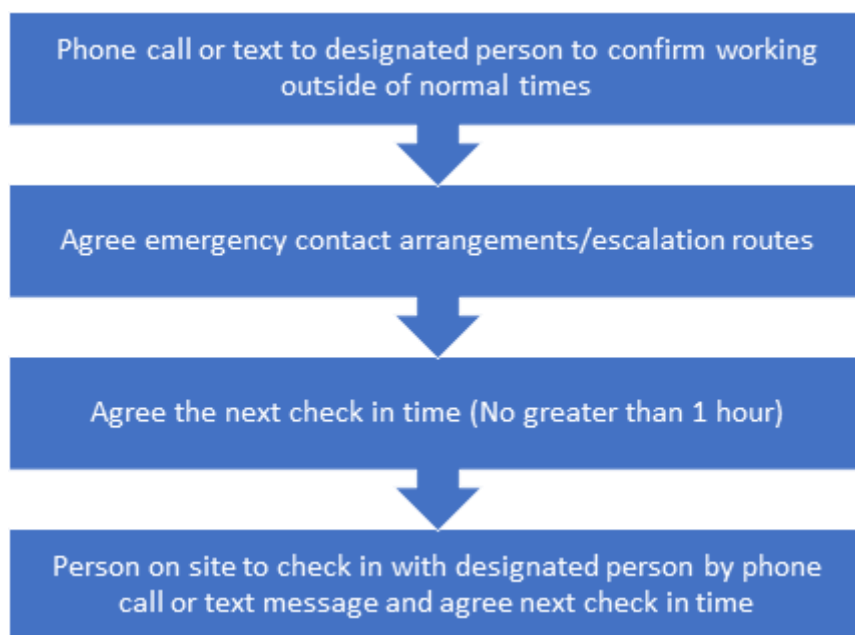
10. Health and Safety/Safeguarding

Daventry Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff believe we should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and they strive to provide this whilst out on a risk assessed work placement. All staff are aware and follow health and safety guidelines. Please refer to the Safeguarding Policy for more details.

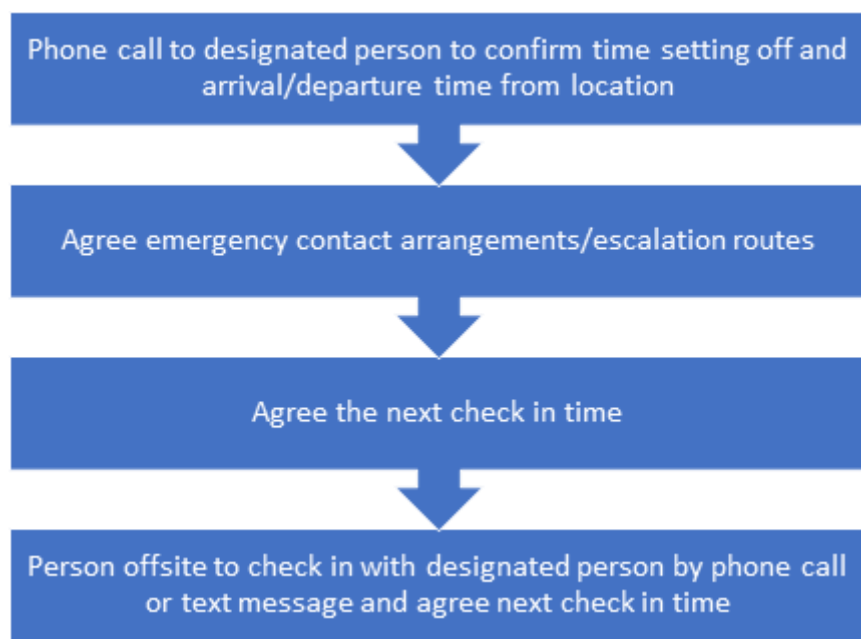
11. Lone Working Procedure

11.1 Lone Working – Early Start, Late Finish or Daytime Hours on site

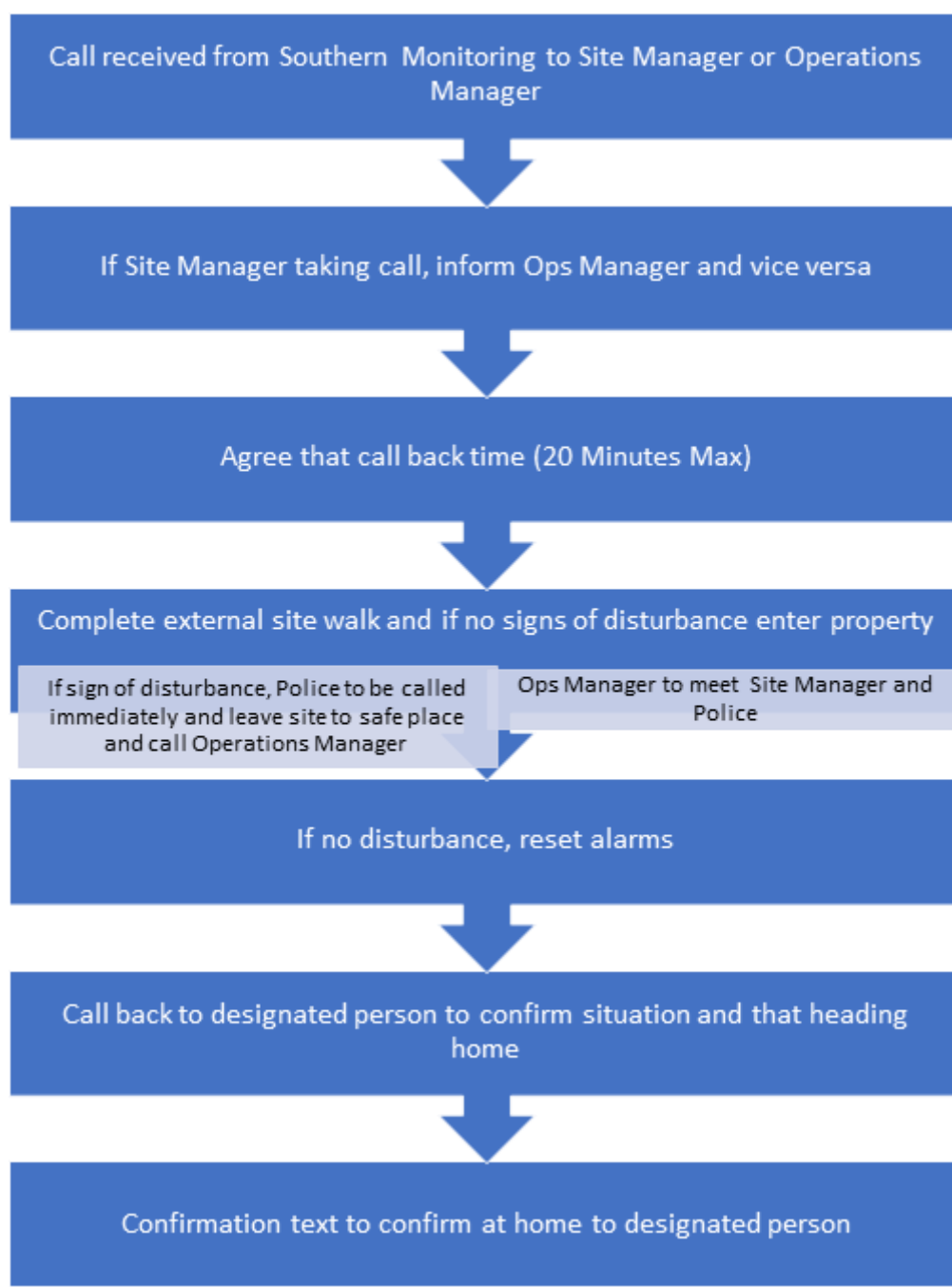




11.2 Lone Working – Offsite/Home Visits



11.3 Lone Working – Alarm Triggered



11.4 Emergency Contact Numbers

Andy Bodily – Operations Manager

07483 045144



Kevin Pinks -Site Manager	07795 479379
Vicki Bond – Headteacher	07990 012365
Southern Monitoring – Alarms	0844 225 1980
Non-Emergency	101
Emergency	999