



BURLINGTON JUNIOR SCHOOL

# Lone Worker Policy

<b>Written By</b>	
<b>Frequency of Review</b>	<b>4 year cycle</b>
<b>Date reviewed and approved by Governing Body</b>	<b>Autumn 2024</b>
<b>Date of next review</b>	<b>Autumn 2028</b>
<b>Display on Website</b>	<b>yes</b>
<b>Purpose</b>	<b>To ensure that where the need for lone working is identified, that staff are given appropriate support and training providing practical advice on staying safe when working alone.</b>
<b>Consultation</b>	<b>Governors</b>
	<b>Parents</b>
	<b>Pupils</b>
	<b>Staff</b>
<b>Links with other policies</b>	<b>Health and Safety Safe guarding and Child Protection. Fire Safety</b>

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## Statement of intent

Burlington Junior School recognises that some staff are required to work by themselves, without close or direct supervision and sometimes in isolated work areas or outside of office hours.

Under the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999, the Achieving for children and Kingston Local Authority, as the employer, has a duty of care to advise and assess risks for lone workers. Lone workers also have a responsibility to take reasonable care of themselves and other people affected by their work.

This policy applies to all situations involving lone working arising in connection with the duties and activities of staff. The policy outlines lone working procedures and what is expected of employees who undertake lone working.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## 1. Legal framework

1.1. This policy has due regard to legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999

1.2. This policy operates in conjunction with the following school policies and documents:

- Health and Safety Policy
- Lone Worker Risk Assessment (appendix 1)
- Safeguarding and Child Protection Policy
- Allegations of Abuse Against Staff Policy
- Home Visit Risk Assessment

## 2. Definitions

2.1. For the purpose of this policy, '**lone working**' refers to situations where staff, in the course of their duties, work alone either on or off the school premises and are physically isolated from colleagues, possibly without immediate access to assistance.

2.2. Due to the possibility of buildings creating isolated areas, it is possible for a staff member to be 'lone working' with other staff members in the building.

## 3. Aims of the policy

3.1. This policy aims 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 that 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 staying safe 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. Roles and responsibilities

4.1. The Head Teacher is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing the risks associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to lone working.
- Reviewing this policy on a 4 year cycle.

4.2. Line managers are responsible for:

- Ensuring that all staff are aware of this policy.
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees.
- Identifying situations where staff work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own.
- Ensuring that the relevant 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 lone working.
- Ensuring that staff identified as lone workers are given appropriate information, instruction and training that is updated 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.
- Providing lone workers with personal safety equipment, e.g. a mobile phone, where necessary.

4.3. Lone workers are responsible for:

- Taking reasonable care of themselves and others affected by their working.
- Following the school's policies and procedures for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for advice as appropriate.
- Taking part in training related to lone working as required.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
- Seeking the permission of the Head Teacher before working alone.
- Ensuring they have the necessary equipment with them while lone working.

- Adhering to all necessary policies and procedures at all times while lone working.

## **5. Authorisation**

- 5.1. The Head Teacher, in conjunction with relevant staff members, will agree an approved list of lone working activities, outlining situations where lone working may be authorised and the necessary precautions and work methods to be followed.
- 5.2. Staff members will request authorisation from the Head Teacher to undertake lone working.
- 5.3. Subject to the completion of a risk assessment, the lone working will be authorised if it is on the approved list. If the lone working is not on the approved list, it can only be undertaken following explicit authorisation from the Head Teacher.
- 5.4. The Site manager must be made aware if someone is alone in the building or on the site.

## **6. Risk assessment**

- 6.1. Prior to a member of staff undertaking lone working, a risk assessment will be conducted by the Site Manager.
- 6.2. The risk assessment will cover all work proposed to be undertaken alone and where risk may be increased by the work activity itself or by the lack of available assistance should something go wrong.
- 6.3. Depending on the tasks the lone worker is proposing to undertake, the risk assessment will cover the following as appropriate:
  - The staff member's medical fitness and suitability to work alone
  - Channels of communication
  - Any specific risks related to the lone working activity
  - The risk of violence
  - Access and egress
  - Reporting and recording arrangements
  - The ability to trace the staff member's whereabouts
  - Situational hazards
- 6.4. It is the responsibility of the lone worker to ensure all necessary precautions and procedures are adhered to at all times.
- 6.5. Where lone working is unavoidable all outside doors must be locked.

- 6.6. Fire doors must always be operable from inside when staff are working on the premises.
- 6.7. Cars should be parked as close to the access doors as possible.
- 6.8. Any person who becomes aware of circumstances involving lone working, where the existing control measures may not be fully effective, will inform the Head Teacher as soon as possible.

## **7. Procedures for lone workers**

- 7.1. All lone workers will be provided with a mobile phone and other personal safety equipment where necessary.
- 7.2. Lone workers will ensure they have any of their provided personal safety equipment with them prior to lone working and that the equipment is working.
- 7.3. Staff members are not permitted to work alone with a child or vulnerable adult,
- 7.4. Lone workers will have access to adequate first aid facilities and mobile workers will carry a first aid kit suitable for treating minor injuries.
- 7.5. Under no circumstances should a lone worker compromise their personal safety. If a lone worker feels in danger, they will remove themselves from the situation immediately.
- 7.6. Where there is a genuine concern about the whereabouts or safety of a lone worker, the Head Teacher or Site Manager will use the information held on record to try and ascertain the whereabouts of the worker. If contact cannot be made, the Head Teacher will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

## **8. Safeguarding**

- 8.1. Where a lone worker is required to work with pupils, physical intervention will only ever be used as a last resort and will be conducted in line with the Safeguarding and child Protection Policy.
- 8.2. If a lone worker is required to conduct one-to-one sessions with pupils, the following guidelines will be adhered to:
  - The Child Protection and Safeguarding Policy will be adhered to at all times
  - Full and ongoing training regarding child protection, physical restraint and the use of reasonable force will be provided to the worker.
  - Meetings or sessions will never be held in remote or secluded areas.

- The lone worker will not use 'engaged' or equivalent signs on rooms used for one-to-one sessions.
- Doors will be kept open during sessions – where this is not possible, the worker will ensure both parties are visible through a window.
- If a pupil becomes emotionally distressed or angry, the worker will seek assistance and a record will be kept of the incident.

8.3. Any allegations against a lone worker will be dealt with in line with the Complaints Policy.

## **9. Monitoring safety issues**

9.1. Lone workers will report incidents such as accidents, near misses and threatening situations to the Head Teacher who will make a record.

9.2. Lone workers should raise any safety concerns with their line manager, who will arrange for additional precautionary measures to be put in place.

## **10. Monitoring and review**

10.1. This policy will be reviewed on a 4 year cycle by the School Governors and Head Teacher.

10.2. The next scheduled review date for this policy is July 2024.

# Lone worker risk assessment

## Burlington Junior School

Assessment conducted by:	Job title:	Covered by this assessment: <b>staff volunteers, supervising adults and pupils.</b>
Date of assessment:	Review interval: 4 yearly cycle	Date of next review: July 2024

### Related documents

Health and Safety Policy, First Aid Policy, Site Safety Checklist, [Risk Assessment Policy](#), Lone Worker Policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
General	<u>H</u>	<ul style="list-style-type: none"> <li>The employee is assessed to determine whether they are medically fit and suitable to work alone.</li> <li>Senior management ensures there are adequate channels of communication in an emergency.</li> <li>The workplace and task are risk assessed and suitable for the lone worker.</li> <li>Safe travelling arrangements are made.</li> <li>Reporting and recording arrangements are made where appropriate.</li> <li>The whereabouts of the worker is traceable.</li> <li>Appropriate instruction and training is in place, where necessary.</li> </ul>	<u>Y</u>	<u>Headteacher</u>	<u>XX.XX.XX</u>	<u>M</u>
Policies		<ul style="list-style-type: none"> <li>A Lone Worker Policy has been implemented to ensure the safety of lone workers.</li> <li>If a lone worker plans to work outside of their usual hours, this is supported by the school's relevant risk assessments and policies.</li> <li>All relevant policies comply with the following legislation: <ul style="list-style-type: none"> <li>– Health and Safety at Work etc. Act 1974</li> <li>– The Management of Health and Safety at Work Regulations 1999</li> </ul> </li> </ul>				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Working at heights		<ul style="list-style-type: none"> <li>• Any access equipment that is used is up to standard and compliant with relevant regulations, and is checked regularly to ensure there are no faults.</li> <li>• Only the safest equipment is used.</li> <li>• The worker is competent using the access equipment.</li> <li>• The worker is competent working at heights and has experience of working at heights previously.</li> <li>• Where required, additional ladder safety equipment is used, e.g. ladder stabiliser, rubber mats.</li> <li>• Working at heights risk assessment is consulted and reviewed before work begins.</li> <li>• The worker is to carry a mobile phone with them at all times.</li> <li>• The worker is to inform a colleague of the time they are starting and expecting to finish the job.</li> <li>• A first aid kit is on hand at all times.</li> <li>• Weather conditions that could compromise safety are taken into account.</li> </ul>				
Fire safety		<ul style="list-style-type: none"> <li>• Training is provided to ensure the lone worker is aware of what action must be taken in the event of a fire, e.g. sounding the alarm.</li> <li>• All fire exits and alarms are clearly marked and instructions for the nearest fire exit are provided in all rooms and buildings.</li> <li>• A Fire Risk Assessment has been conducted.</li> <li>• The lone worker is familiar with the Fire Safety Policy.</li> <li>• Fire alarms are tested on a termly basis.</li> </ul>				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Incidents of violence or aggression		<ul style="list-style-type: none"> <li>• If they are meeting someone they have not met before, the lone worker does not meet the individual alone.</li> <li>• The lone worker finds out as much as they can about an individual before meeting with them.</li> <li>• The environment in which the lone worker is working or meeting people has adequate space and easy access to exits.</li> <li>• Clear exit strategies have been developed to help the lone worker leave a room or building shared with an aggressive person.</li> <li>• The lone worker is provided with a way of raising the alarm, should an incident occur, and their colleagues are aware of what to do if this happens – which is to phone either the site manager or the Head Teacher.</li> <li>• The lone worker does not approach anyone who they suspect to be intruding on the school site. They are to remain inside a locked building and contact the <b>site manager</b> or a colleague.</li> </ul>				
Sickness and injury		<ul style="list-style-type: none"> <li>• The lone worker contacts their colleagues if they become injured or ill.</li> <li>• A first aid kit is on hand at all times.</li> <li>• High-risk tasks are avoided whilst the worker is alone.</li> <li>• All relevant risk assessments are reviewed before completing works to ensure the risk of injury is minimised.</li> <li>• The lone worker does not have any pre-existing illnesses or injuries that may affect their health or work whilst completing tasks.</li> <li>• If the lone worker feels unwell before they start work, they contact a senior colleague, e.g. headteacher, to discuss their health before attending.</li> <li>• The worker is to have a mobile phone number and relevant contact numbers with them at all times.</li> <li>• The lone worker to call/text SLT to say when on site &amp; leaving site.</li> </ul>				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The lone worker takes medicine as prescribed or when needed.</li> </ul>				
		<ul style="list-style-type: none"> <li></li> </ul>				
		<ul style="list-style-type: none"> <li></li> </ul>				
Heavy lifting		<ul style="list-style-type: none"> <li>Appropriate footwear is worn and surfaces are reviewed before lifting, to avoid slipping.</li> <li>Lifting aids are on site if required.</li> <li>Manual handling training is undertaken.</li> <li>Lifting is not attempted alone if the load is too heavy.</li> </ul>				
Safeguarding		<ul style="list-style-type: none"> <li>All lone working is justified and recorded.</li> <li>Lone workers are not exposed to unacceptable risk.</li> <li>Lone workers avoid meetings with pupils in remote or secluded areas.</li> <li>Staff members and parents are informed of meetings between the lone worker and a pupil before they take place and the need to have another person present or close by is assessed.</li> <li>Doors are kept open during meetings with pupils or, if closed, the lone worker ensures they can be seen through a window.</li> <li>Lone workers talk to pupils with a desk between them, or otherwise arrange the environment to avoid any unnecessary physical contact.</li> <li>The lone worker sits in the seat nearest the door so they can exit the room quickly if necessary.</li> <li>If a pupil becomes emotional, this is reported quickly and discreetly to a senior colleague.</li> </ul>				