



**THE PIGGOTT
SCHOOL**

The Piggott School: Charvil Primary

'....to be a school which inspires and encourages the highest achievement'

Policy and procedures in regards to Lone Working

Rationale

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This, however, may introduce risks for a normally non-hazardous work activity.

Categories of lone workers

Within The Piggott School: Charvil Primary a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied building e.g. after school
- Those who work in an isolated part of a building/school grounds
- Those responding to an alarm call out after normal school hours

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Risk Assessment

It is the responsibility of the Deputy Headteachers to ensure that staff working alone who are deemed to be 'at risk' (eg. site supervisor working alone for maintenance) complete a Lone Working Risk Assessment. The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history. This will be updated annually along with this policy.

Hazards identified will be evaluated by the Deputy Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Controls

Staff should seek the permission of the Deputy Headteacher to work alone in the building outside of normal school hours (7.00am – 5:45pm). The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a partner.

In addition:

1. Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.
2. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
3. Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
4. All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Deputy Headteacher) to call if the lone worker fails to return home at the expected time.
5. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
6. Contractors should have access to their own first aid kit suitable for treating minor injuries.
7. Rather than relying on mobile phones, staff should be aware that to call out of school they need to press 9 on the school system. Out of hours, the phones will not take incoming calls.
8. Lone workers should not undertake activities that involve the handling of money (except banking – see separate risk assessment), or any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
9. Staff should never work at height whilst alone.
10. All school personnel are reminded about the importance of maintaining a healthy work/life balance. Do you really need to be here?

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Deputy Headteachers / Site Manager. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly. Staff should be proactive in bringing to the attention of the Deputy Headteachers any aspect of work related risks.

In Summary:

1. **Only work alone if absolutely necessary.**
2. **Make sure you know school health & safety procedures.**
3. **Stay near a phone or carry a mobile that can get a signal.**
4. **Tell someone where you are and when you will get back.**
5. **Keep the building secure so no-one can gain access but you can still get out in an emergency.**
6. **Don't attempt hazardous tasks such as working at height.**
7. **If in doubt, call 999.**