



THE PIGGOTT SCHOOL

Procedure:

Lone Workers

Aim:

To protect staff who work alone as part of their duties. This mainly effects the Site Team and Key Holders, but is not limited to them.

Method:

Where possible staff at Piggott School are encouraged to not work alone and to keep a good work life balance. However some duties and at sometimes working alone is unavoidable.

Work Safely:

- Higher risk tasks that are non-urgent should be left until other staff are on site, these include for example, electrical works, working at height, working with chemicals, heavy lifting, working in confined spaces etc.
- Make sure someone knows you are working; this can be another member of staff or someone at home. They should know when you are expecting to work and when you plan to finish. Arrangements should be made for contact at this expected time and in the event of no contact a senior member of staff should be alerted.
- Mobile phones are an effective way of summing assistance when lone working and should be kept on your person where possible.

Known lone working jobs:

- Early opening: on occasions where only one member of staff is present at the opening of the building, staff will ensure they always have a mobile phone with them and will not commence any physical work other than opening the building before others are present on site.
- Late closing: on some occasions it is necessary for staff to lock up on their own. Where this cannot be avoided they are to ensure someone either a family member or member of staff knows where they are and what time they should finish. Upon finishing contact will be made by returning home or calling to communicate that all is well.
Staff lone working need to ensure that the person they are in contact with has some means of summoning help for them should they remain out of contact or contact for someone outside the school
- Alarm call outs – Staff to ensure they have a mobile phone with them and that someone knows they are going to the school as above. Confirmed alarms (those that set off multiple alarms) automatically summon the police as well, reducing the risk. Staff are not to put themselves in danger by confronting intruders and the police should be summoned, this may mean staying in the car until help arrives
- Holiday working – Site contact details are on reception and works are planned in advance to minimise the need for lone working, at least one first aider should be on duty with their contact details also on reception in case of any accidents.

Issued by:

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