

GUIDELINES FOR LONE WORKING

Last update: February 2022

The subject of this guidance deals with members of staff who work by themselves, without close or direct support or supervision.

This guidance is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for considering the risks that certain situations may involve and to manage those risks.

Introduction

The primary operational responsibility for discharging the health and safety requirements with regard to this policy lies with the Headteacher, in his absence a Deputy Headteacher will carry out this role. In addition, a key role in implementing this guidance lies with the departmental heads and line managers who must ensure all of the following requirements are addressed and implemented.

Katharine Lady Berkeley's School acknowledges its duty to make adequate provision for health and safety of lone workers. It is the policy of the School to fully implement the general requirements of the Health and Safety at Work Act 1974 and Management of Health and Safety at Work regulations 1999.

Who are Lone Workers?

Lone workers can be anyone who works by themselves without close or direct supervision. Some examples found within the school are:-

- A person working on their own in a workshop or laboratory or opening / closing the school.
- Persons working in an office or a classroom.
- People working outside normal hours on their own.
- Staff on the school site outside normal occupied school hours, including during school holidays and early and late work.
- Staff working off-site, for example in Primary Schools

Note: For pupils on site, guidance is provided through a different mechanism. For example 6th Form pupils are allowed unsupervised onsite until 5.30pm in the study library.

Controlling the risks

As required by the Management of Health and Safety at Work regulations 1999 a suitable assessment should be carried out to identify the hazards and the level of risk to which lone workers are exposed.

- Suitable controls will be identified within the assessments.
- Depending on the level of risk there may be some higher risk activities/areas that, due to the level of risk, lone working will not be permitted e.g. certain items of mechanical equipment, certain activities with pupils.

Requirements of lone workers

- It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. If necessary, advice will be sought from Occupational Health. Consideration will be given to routine work and foreseeable emergencies which may impose additional or specific risks.
- Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.
- Suitable support should be available. The nature of the support will depend on the level, type and duration of exposure to any risks. The support may involve some of the following:-
 - a) periodic checks on lone workers i.e. visual
 - b) periodic contact with lone worker i.e. telephone
 - c) general or specific alarms for emergencies

- d) checks on lone workers to ensure they have returned to the school on completion of extra curricular / off site activities.

Support may be from work colleagues or family members.

Lone Working - Staff

The following guidance is provided for staff:

- If you intend to work alone with a pupil or student, consider carefully the risk of a malicious allegation against you. Seek advice from a senior member of staff if you are unsure.
- If you need to work alone with a pupil or student in a room, you should only use a room where colleagues are working nearby and ensure that the classroom / office door is open. This is both for your own safety and for safeguarding reasons
- If you are meeting a parent/carer after 4:30pm, use a room near to the reception area of the school and ensure that another member of staff is aware that your meeting is taking place. If you are not sure which room can be used, please ask a member of the senior management team.
- You should not assume that having a mobile 'phone offers a safeguard itself. The first priority is to identify and then avoid or at least minimise the risk.
- Ensure that you have a mobile 'phone so that you can call for assistance if necessary. If you are working after 4:30pm, ensure that you have the number of a member of staff who can provide assistance as the school switchboard may not be operating.
- In addition to the above, a radio is retained at reception and may be used by staff to contact the member of premises staff on duty.
- Be aware of the fact that if you are lone working it may be difficult to access first aid assistance and therefore you have to minimise the likelihood of injury or accidents by avoiding hazardous activities.
- First aid assistance is available from 8:00am to 6:30pm (or later when school events take place) from the site staff by using the radio at reception.
- If you feel unwell whilst at work you must not try and work alone. Please call for assistance
- When connecting electrical equipment ensure that you take particular care. Do not pull or stretch cables to make them reach. Ensure they are laid flat on the ground so you don't trip over them.
- The site staff start to lock outer buildings from 5:00pm onwards and therefore you should ensure that you are aware if the building in which you are working is being locked up. You are advised not to be on your own after 5.30pm in an outer building and to move into the main building if you need to continue to work at school.
- In exceptional circumstances which dictate that you have to work later, e.g. meetings, examination moderation, the Facilities Manager will need to be informed of your location and expected time of departure. Please email this to site@klbschool.org.uk
- Unless taking part in a calendared evening event, staff, other than premises staff, must vacate the premises by 6.00pm (5.30pm on Friday), unless they are an authorised key holder.
- On hearing the fire alarm all staff members and visitors must evacuate the building using the closest exit and assemble at the fire assembly point near Renishaw Atrium, until the all clear is given. In the absence of a member of SLT the member of site staff on duty shall make the decision on reoccupation.
- For staff visiting pupils / parents during the day, they must sign out at reception and inform their line manager of their destination, anticipated return time and a contact number. Their line manager will then monitor their return and if they are overdue by 30 minutes will call the contact number. If there is no response this will then need to be raised with a member of SLT.
- During holiday periods, all staff on site must sign in and out at reception so that the site staff can ensure all staff have left before the site is secured and where necessary undertake checks on staff.

Monitoring and Review

- The ongoing implementation of the Lone Working Guidance will be monitored by Heads of Department, associate staff line managers and relevant senior staff.
- Lone working and risk assessment will be regular agenda items for team meetings.
- Any member of staff with a concern regarding these issues should ensure that it is discussed with their Head of Department or a member of the Leadership Team, as appropriate.

Reviewed by H&S Committee – 3 February 2022