



Lone Worker Policy

St Lawrence School 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 St Lawrence School, a lone worker will most probably fall within one of the following categories:

- ◆ Those who work in an otherwise unoccupied building
- ◆ Those who work in an isolated part of a building/school grounds
- ◆ Those responding to an alarm call out, after normal school hours (appendix 1)

Definition of Lone Working

Lone workers are staff 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 Headteacher to ensure that all members of staff have read and understood the Lone Working Risk Assessment. The identified hazards will be evaluated and risk assessed by the Headteacher. 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.

Contractors will be given a copy of the Lone Working Risk Assessment and will receive the appropriate Health and Safety information.

Controls

Staff should seek the permission of the Headteacher to work alone in the

buildings outside normal school hours. All staff have keys. 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 by the Headteacher. Whenever possible it is recommended that staff work with a partner.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

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 (Headteacher's, or Caretaker's) to call if the lone worker fails to return home at the expected time.

Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which is potentially hazardous given their own level of experience and the nature of the task. Staff working at height in an isolated building must follow the ESC Working at Height Procedures.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

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 Headteacher. 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.

The School respects the right of the employee, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher any aspect of work related risks.

The Headteacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Training

Depending on the member of staff's role, a training plan should be considered and introduced through induction. This is to cover all aspects of lone working and to ensure that the staff member is able to protect themselves in vulnerable situations.

Reporting of Accidents and Incident

Any accidents, incidents or near misses must be recorded in the accident and near miss book and a copy forwarded to ESC

The original copy must be retained by the Headteacher with the employee's records.

ESC must be notified immediately if

- an accident happens and causes either a major injury or the loss of over 3-days work or if a member of staff is unable to carry out normal duties for over 3-days
- If a member of staff has been subject to an incident involving violence. This includes verbal abuse, physical assault and property damage.

Monitoring and Reviewing

All accidents, incidents or near misses should be logged and monitored; trends should be noted and risk assessments must be reviewed.

TWO YEARLY REVIEW PERIOD

Adopted: Feb 2012

Review Date: Feb 201

Appendix 1

Some Key holders may need to attend school following the activation of an intruder alarm or because of some other emergency that might have occurred. Key holders should be registered with the ESC Department and Property Holdings in case there is an out of hours emergency. This is essential when the building is protected with an intruder alarm system. Good practice dictates that at least three key holders should be appointed. At St Lawrence the appointed Key holders are

Headteacher - Chris Jones
Caretaker - Greame Cloarec
Property Holdings -Duty Officer

The ESC Department and Property Holdings must be notified when both Key holders are off Island during school holidays.

Key holders that are just carrying out normal work activities should be following the general lone working guidance in this policy.

Key holders that are attending the premises in the event of intruder alarm activation should use the following procedure:

On receiving a telephone call notifying of intruder alarm activation, confirm the identity of the person making the call, i.e., Police Officers name and number or Alarm Company operative's name.

Use telephone numbers previously obtained, call back and verify the detail.

Arrange with either a member of their family or other responsible person to call the Police to the premises if they have not heard to say that all is well. This call should be made between 30 to 45 minutes after the estimated time of arrival.

On arrival at the premises:

If the Police are in attendance make sure they have checked all sides of the building. Then enter with the Police and check all areas.

If the Police are not in attendance, drive slowly around as much of the premises as possible (using public roads if necessary) checking for signs of entry including the roof and walls. If in any doubt, leave the site and from the first available telephone, call the Police by dialling 999.

If all appears to be quiet, enter and check premises. If there are signs of a break-in, leave at once and call the Police as above.

If in doubt, leave the site immediately, even if you have the use of a mobile phone. Arrange to meet the Police nearby. This is for your own safety.

On entering the premises:

Carefully note all information displayed on the alarm controls. Take no action at the control panel beyond un-setting the protected areas.

Check that the telephones are in working order. If the telephones do not work, it is likely that the lines have been cut by intruders who have, or who may try again, to attack the school. If the Police are in attendance they should be made aware of the telephone not working.

If alone and, at any point, it is suspected there has been a break-in, then leave the premises and call the Police.

If there has been a break-in, re-enter the premises and check carefully with the police and follow their instructions. Please note that a crime reference number will be required for insurance purposes.

After checking the premises:

If there is no apparent break-in, the alarms should be reset or the appropriate company should be called to arrange for an engineer to attend. Obtain his name and estimated time of arrival.

Notify the member of family or other responsible person, who is expecting to be contacted, to let them know that all is in order. Consider arranging to make further calls if appropriate.

Check identification of alarm engineer on arrival; call the alarm company to verify details if necessary.

Insist on a complete repair of alarm system if reasonably practicable. Only agree to part of the system being disconnected if a fault is identified and it cannot be corrected within a reasonable time (key-holder must understand insurance requirements that apply).

Never leave the premises unprotected. If necessary arrange for other staff to join you or relieve you as appropriate.

If you are not responsible for opening the premises at the start of the next day leave a note for the person who will be undertaking this responsibility; advising them of the problem and instructing them to liaise with the alarm company for further engineer attendance, if this is necessary.

Ensure that all written logs detailing what has occurred are correctly completed by both the key-holder attending and the alarm engineer.

Advise the Manager, Headteacher or other members of staff as necessary.

Arrange for any emergency repairs to be made so the premises can be secured.

Secure the premises and set the alarm system.

On your next return to the premises, advise the relevant members of staff about the situation.

Signed _____

Dec 2009

Chris Jones
Headteacher

Appendix 2

Caretakers

Caretakers are a group of workers that are more likely to be lone working. They will possibly be key holders and possibly responsible for opening and locking up the premises. They may also be the person who would attend the premises when there has been a suspected break-in; if this is the case then they should follow the guidance given in this document for 'Key Holders'.

Hazards

Hazardous activities for the caretaker include:

- General repair works during holidays or after hours, including use of power tools
- Decorating
- Checking security
- Turning the heating back on after a break

- Laying grit and clearing paths in icy and snowy weather
- Locking up after events
- Patrolling or visiting the site after the hours of darkness
- Opening the building first thing in the morning
- Changing Light Bulbs
- Using hazardous chemicals
- Manual Handling

Control Measures

As well as considering the guidance contained in this document there are some activities which should be avoided when lone working. These include:

- Working at height
- Working with dangerous machinery
- Live electrical work
- Work in confined spaces

When considering what control measures can be put in place to keep the lone worker safe, any medical conditions the employee may have, which could put them at more risk, must also be taken into account. The easiest way to reduce the risk is to carry out any hazardous activities during normal working hours and lower risk activities when lone working.

Some other examples of control measures that can be adopted to reduce the risks identified above may include:

- Follow general guidance for Managers and Employees above in this document
- Ensure that no power tools or equipment are brought in from home. Only use equipment provided by the employer
- Provide long handled paint rollers for decorating
- Follow 'key holder' guidance in this document when checking security of building or site
- Ensure any procedures are known and followed for re-lighting boiler after period of shut down
- Ensure the employee is adequately trained for the required task
- Check weather forecasts and put grit on hazardous pathways before ice or snow forms
- Ensure access and egress from site are free from defects and well lit
- Carry a fully charged torch when attending site after dark
- Carry out Control of Substances Hazardous to Health assessments on any hazardous substances to be used and provide training to the employee for their safe use
- Carry out Manual Handling risk assessments to ensure that loads are not too heavy for one individual. Also ensure that the employee has had Manual Handling training
- Provide correct Personal Protection Equipment where required.