



# Florence Melly Community Primary School Lone Working Policy

IF YOU CAN DREAM IT, YOU CAN DO IT!



## Policy Approval

<b>Policy Title:</b>	Lone Working Policy					<b>Date written:</b>	March 2024			
<b>Written by:</b>	Aaron Leach (Headteacher)					<b>New or revised policy:</b>	Revised			
<b>Stakeholders consulted in policy production:</b> (✓ or x)	<b>Governors</b>	<b>SLT</b>	<b>Teaching Staff</b>	<b>Support Staff</b>	<b>Admin Staff</b>	<b>Parent/Carers</b>	<b>Pupils</b>	<b>Local Community</b>	<b>External Agencies</b>	
	✓	✓							✓	
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	19th March 2024			March 2024			March 2027			
<b>Published on:</b> (✓ or x)	<b>School Website</b>			<b>School Prospectus/Induction Materials</b>			<b>Staff Handbook</b>			
	✓			✓			✓			



## **Florence Melly Community Primary School**

### **Lone Worker Policy - March 2024**

#### **Introduction**

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Personal Protective Equipment at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Confined Spaces Regulations 1997
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Work at Height Regulations 2005
- Equality Act 2010
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Working Alone: Health and Safety Guidance on the Risks of Lone Working (HSE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

At Florence Melly Community Primary School, we have a duty of care for all school personnel under the Health and Safety and Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to make suitable risk assessments of work activities including the risks of school personnel working alone.

We have a duty to consult with all school personnel on all health and safety matters especially working alone. During consultation we ensure all relevant hazards have been identified, and appropriate and proportionate control measures have been put in place.

We believe lone working is any activity that requires an employee working on their own or without close or direct supervision. Lone working may occur in the morning, in the evening, at the weekend or during the school holidays and may be dangerous due to acts of aggression or violence by others, allegations of abuse from pupils or their families, hazards in the workplace or the lack of help should an accident or illness occur.

We recommend that school staff should only work alone on the school premises if it is absolutely necessary. Under no circumstances will a member of staff work alone if they have a medical condition.

We have in place procedures to monitor lone workers by periodically visiting and observing school personnel working alone.

Annually we discuss whether we will allow lone working to take place. School personnel are immediately informed of our decision.

We, as a school community, have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims**

- To ensure school personnel should only work alone on the school premises if it is absolutely necessary.
- To have in place risk assessments and safety procedures for lone workers.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety and to undertake risk assessments on lone working;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring relevant policies are made available to parents/carers;
- nominated a Link Governor to:
  - visit the school regularly;
  - work closely with the Headteacher and/or the lead person responsible for the implementation of this policy;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;

- report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher**

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure risk assessments are:
  - in place and cover all aspects of this policy;
  - accurate and suitable;
  - reviewed annually;
  - easily available to all relevant school personnel.
- have in place the following health and safety control measures:
  - Doors locked after entry.
  - School office and line manager informed before working alone.
  - Access to school telephone not restricted.
  - List of contact numbers in case of an emergency.
  - Lone workers inform friends/relatives where they are and how long they will be.
  - School personnel trained in first aid.
  - First aid boxes situated around the building.
  - Lone workers carry mobile phones and have access to the school telephone.
  - Working at height forbidden when working alone.
  - Lone workers trained in the use of fire equipment.
  - Fire equipment in place and annually maintained.
  - Fire equipment and fire exits risk assessment in place.
  - When working alone only safe cleaning materials to be used.
  - COSHH risk assessment in place.
  - External security lighting in place and well maintained.
  - Monitoring and review procedures in place to ensure safe procedures continue.
- encourage school personnel not to work alone but with a colleague(s);
- ensure school personnel with medical conditions do not work alone;
- ensure monitoring systems are in place to observe lone workers and to ensure safe system procedures are effective;
- try not to work alone on the school premises;
- abide by the safe system procedures when working alone;
- not hold meetings with individuals while working alone in the school building;
- work closely with the Link Governor and the lead person responsible for the implementation of this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with school personnel and monitoring the number of incidents that take place with lone workers;
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Health and Safety Lead**

The Health and Safety Lead will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated Link Governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

When carrying out risk assessments the coordinator will consider the following:

- the location of the workplace
- lines of communication
- the possibility of violence or aggression from others
- the risks of the work being done
- the health and fitness of the lone worker/s
- the need for training and instruction
- supervision of the lone worker/s
- dealing with unexpected illness, accidents or emergencies

The following control measures must be considered:

- instruction, training and supervision
- communication
- security
- accident prevention
- first aid
- access to buildings
- personal assault
- medical fitness

### **Role of School Staff**

School staff will:

- comply with all the afore mentioned aspects of this policy;
- take reasonable care of themselves and others whilst at work;
- recognise the hazards and risks involved by working alone by:
  - attending training and information sessions;
  - following the safe working procedures such as first aid, communication procedures and emergency procedures;
  - complying with the safe working procedures;
  - reporting any concerns they have;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

### **Safe System Procedures**

All school staff are asked to follow the safe system for lone workers:

- To inform the school office when they will be working alone on site or when visiting a pupil's home;
- To inform someone close to them where they are and when they will be home.
- To inform someone if they are attending an emergency call out.
- To avoid situations that put themselves at risk.
- To avoid meeting anyone alone if there is a possibility of aggression or violence.
- To have the school phone, school mobile or personal mobile with them.
- To have a list of contact telephone numbers in case of an emergency.
- To have a first aid kit at hand.
- To be trained in first aid.
- To be trained in fire fighting procedures.
- To ensure that the work they are doing does not involve working at height and lifting heavy goods.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- staff induction;
- meetings with school personnel;
- The school website;
- Headteacher reports to the Governing Body.

### **Training**

We:

- ensure all school staff have receive appropriate training for all health and safety policies, these may cover:
  - Health and Safety
  - Risk Management and Risk Assessment
  - Safety Procedures
  - School Security
  - Personal Security
  - Medical and First Aid
  - Accidents and Emergencies
  - Working at Height
  - Fire Safety
  - Intruders
- ensure the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
- can provide data that evidences staff understanding by using a simple short multiple-choice test through one of the following applications such as Microsoft Forms.
- have in place evidence for all staff:
  - that highlights the knowledge gaps in the training;
  - that shows how those knowledge gaps were corrected.

### **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the Lead, the Headteacher and/or the Link Governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.