

Lone Working Policy

Written by: Marcus Link
Approved by: College of Management
Council of Trustees

Date: February 2018
Date:
Date:

Date for next review: September 2019

Introduction

Lone workers are defined as employees who undertake work by themselves, without close or direct supervision, on behalf of the school.

The Management of Health and Safety at Work Regulations require employers to assess all risks to the health and safety of their employees. To do this, the school must identify hazards, complete risk assessments and devise and implement safe systems of work to ensure risks are either eliminated or adequately controlled, whilst school business is being undertaken.

Policy Statement

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our lone working employees while they are at work, and to comply with all relevant legislation, including:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999.

Employer Responsibilities

To ensure that all lone working activities are undertaken safely and that safe systems of work are clearly understood throughout the school, we will:

- identify all lone working activities where there is a risk of injury;
- avoid lone working activities, wherever practicable;
- assess and reduce unavoidable risks;
- provide all employees, including lone workers, with adequate information, instruction and training to enable them to perform their work safely;
- ensure that adequate resources are made available to fulfil the requirements of this policy; and
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- identify all lone working activities undertaken by our employees;
- require a lone working questionnaire to be completed by the relevant member of

- staff and sponsor or department chair or manager;
- avoid, wherever possible, lone working activities where employees risk injury;
- complete a detailed risk assessment of each lone working activity if the risk is unavoidable;
- develop safe systems of work;
- inform all employees involved in lone working activities of any possible risks and how these can be avoided;
- provide employees with sufficient information, instruction and training to ensure their health and safety whilst undertaking lone working activities;
- ensure appropriate health checks are made on the individuals performing the tasks, especially vulnerable people, and ensure that employees bring to our attention any changes in their own medical conditions; and
- periodically assess accident records including Road Traffic Collisions (RTCs) or insurance records, to identify any trends and ensure that serious injuries are appropriately reported.

Employee Responsibilities

To ensure that all lone working activities are reduced to a minimum, undertaken safely and that safe systems of work are clearly understood throughout the school, employees will:

- Avoid lone working activities, wherever practicable, though the school recognises that there are times when staff needs to come in when nobody else is on the premises. In particular, the caretaker, cleaning, grounds and maintenance staff often need to attend the premises when others are not about.
- Adhere to the guidance for lone workers below.

Guidance for Lone Workers

When staff come on to school grounds to work and they are likely to be working on their own they

1. **SHALL ensure that:**
 - 1.1. they inform someone as to where they are going, what they are doing and an estimated time of return;
 - 1.2. there is no known risk of violence from others;
 - 1.3. they know where the nearest first aid kit is kept;
 - 1.4. they have a mobile phone with them and/or they have arranged for someone to be contactable by other means and are ready to come to their assistance;
 - 1.5. they have adequate information and equipment to do the task;
 - 1.6. feel confident that they know what to do in the event of an emergency.
2. **SHALL NOT:**
 - 2.1. use extended ladders or other potentially hazardous equipment;
 - 2.2. work with dangerous substances;
 - 2.3. carry out any manual handling that could lead to an injury;

- 2.4. come onto the premises if they have a medical condition with which they might need assistance.
3. Prior to arriving on site, the member of staff shall carry out a risk assessment which covers all the points listed above and any other considerations, dependant on the particular circumstances. If the risk is very low (for instance coming in to do some computer work in an office) there is no need to write an assessment. However, in all cases, members of staff shall comply with point 1.1. regarding informing someone.
 4. Any such risk assessment shall be lodged with the school's Health & Safety Officer (HSO).
 5. On return to work during normal school hours, any significant learning points should be shared with the HSO.

Information/advice/guidance:

- HSE Guide “Working Alone”:
<http://www.hse.gov.uk/pubns/indg73.pdf>
- A Short Guide: health & Safety Regulation
<http://www.hse.gov.uk/pubns/hsc13.pdf>

Compliance:

- Health and Safety at Work etc Act 1974:
http://www.legislation.gov.uk/ukpga/1974/37/pdfs/ukpga_19740037_en.pdf
- Management of Health and Safety at Work Regulations 1999:
http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf

Linked Policies:

- Health & Safety Policy
- Risk Assessment Policy