

Woodlands Primary School

Lone Worker Policy – Summary



Written by	Mary Priestley
Ratified by Governors	Spring 2017
Date for Review	Summer 2020
Signed – Chair of Governors	
Signed – Headteacher	

This policy has been impact assessed by Mary Priestley in order to ensure that it does not have an adverse effect on race, gender or disability equality

If in doubt, refer to:

- “Education and Young Persons Lone Working Policy” (KCC) (September 2013)
- “Working Alone in Safety” (HSE)

Lone Workers, as defined by the Health and Safety Executive, are, **“those who work by themselves without close or direct supervision.”**

Examples of Lone Working at Woodlands Primary School

1. Staff that are required to work alone for all or most of the time, such as cleaning staff and site supervisors during the evening, early morning or during the holidays.
2. Staff staying on to finish urgent work after others have left, or those who regularly work late or start early, before anyone else gets into the building.
3. Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone else has gone home.
4. Peripatetic workers whose work involves travelling or home visits to service users.
5. Staff that work at home.
6. Staff that move between locations in order to carry out their daily schedule.

Staff Responsibilities

Staff must:

- be aware and follow all policies or procedures.
- always plan ahead.
- be fully aware of the risks when working alone.
- not put themselves in potential danger.
- ensure that they have made themselves aware of the nearest place of safety.
- be aware of the on-site security procedures.
- ensure that access is available to personal alarms/mobile phones or some form of personal communication.
- ensure that the site is secure (all external gates and doors locked and closed).
- use the phone-in system to confirm safety

- ***When working alone in school make sure that you have your mobile telephone with you at all times;***
- ***Ensure that an adult (usually an adult at home) knows where you are and the times that you are expected home;***
- ***If working for longer than two hours alone, make sure that you arrange a check-in system with the identified adult at home on a two-hourly basis.***

Manager Duties

- Provide safe systems of work for all staff.
- Ensure that there are appropriate security systems in place to secure the building.
- Carry out personal risk assessments for all staff working alone.
- Identify any training needs and ensure these are met.
- Ensure that the staff members are suitable to be left working alone.

Procedures for Caretakers/Site Supervisors working alone on-site.

- Ensure premises and buildings are secure.
- During holiday periods, use sign-in boards for other staff and ensure that they have left the building before locking up.
- Hazardous jobs (e.g. working at height, using power tools, hazardous or flammable liquids) not to be undertaken. This list is not exhaustive. All jobs should be assessed for dangers and a decision made as to their suitability for lone-working.
- Use phone-in system above.
- When responding to alarm out-of-hours wait for Ward Security and only respond with them or with another member of staff. Call 999, if there is any risk, however slight, and wait for assistance.
- If alarm does not set, do not leave the building unsecured. Telephone Ward Security and the alarm company and wait for an engineer to restore the system.

Procedures for Cleaners working alone on site

- Lone working is the last resort – relief cleaners will be used where possible.
- Cleaner in charge to secure building on arrival (acorn first, then oak).
- Cleaner in charge to secure premises on arrival (all external gates to be locked as soon as possible).
- Mobile phones and contact for Premises staff and Leadership Team to be kept on person at all times.
- Cleaner in Charge to be aware of all cleaning staff and ensure that they have left safely at the end of each shift.
- Ensure all staff have left the building before locking and alarming the premises.
- If cleaning or locking up alone, ensure that phone-in system above is used and tasks undertaken are not hazardous.
- If alarm does not set, do not leave the building unsecured. Telephone the Site Supervisors and wait for assistance.

Procedures for home visits by school staff

- Consider paired working.
- Agree visit with Inclusion Manager or Line Manager.
- Mobile phone to be kept with member of staff at all times.
- Leave timings, address and contact details with a named person in the school office.
- Phone school office to confirm safe arrival.

- Use agreed password if situation is unsafe.
- School to telephone police if safe arrival call is not made or staff does not arrive back at school at the expected time.
- Risk assess each visit and situation. Always leave the home and telephone school with the agreed password if there is any risk. Phone 999 for serious risk.