

Lone working Safety Policy – The Pochin School

It is recognised that at times it will be necessary for staff to undertake lone working. For the purpose of this policy, lone working will be regarded as being, *‘any activity where the person involved has neither visual nor audible means of communication’*, and will apply where such activities are carried out within school premises. With the exception of certain specific regulations, for example, use of ladders and the ‘Electricity at Work Regulation’, (working on live electrical conductors), there is no overall legal prohibition on lone working. It is however, a legal requirement to ensure that any risks involved with lone working are controlled to acceptable levels. Lone working differs from situations where people work unaccompanied, with a means of communication available, however in certain situations where individuals work unaccompanied, it may be necessary to adopt a similar approach to lone working in order to control the risks to the accompanied worker. Examples of factors that may need to be taken into account are given below. It will be necessary therefore to undertake an assessment of the risks involved before authorising any lone working and certain unaccompanied working activities.

The Headteacher is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring lone or unaccompanied working, within their area of responsibility and that any remedial action identified is implemented. Such procedures must also ensure that all necessary personnel are fully aware of any precautions or specific methods of work to be followed, including action to be taken in the event of an emergency.

Lone working must only be carried out following authorisation of the Headteacher. It is the responsibility of the individuals concerned to ensure all necessary precautions or work methods are adhered to at all times.

Any person who becomes aware of circumstances involving lone working, where existing control measures may not be fully effective, must inform the Headteacher.

Examples of factors that will be taken into account when authorising lone or unaccompanied working include:

- The nature of the tasks involved;
- The nature of any substances involved;
- The nature of any tools or equipment involved;
- Means available for raising an alarm in the event of an emergency;
- Any known medical conditions of persons involved;
- The level of knowledge, qualifications and experience of any persons involved;
- The vicinity involved;
- The time of day involved;
- The means available for periodically checking the well-being of any persons involved;
- Advise someone that they are in school if possible;
- Lock the doors and put on the alarm on exit.

Monitor and Review

All staff are responsible for monitoring the ongoing sustainability and validity of this policy and drawing attention to any circumstances that arise which may not be covered by this policy.

The Pochin School Risk Assessment - Lone working

Lone working tasks/activities	Foreseeable hazards involved in the tasks/activities (E.g. violence, falls from height, manual handling injuries, etc.)	With all necessary controls in place, can a lone worker carry out the tasks/activities safely?	
		Yes	No
<ul style="list-style-type: none"> • Headteacher/Premises Officer locking/unlocking the building each day. • Cleaner working alone. • Any member of staff working alone in the holiday period, carrying out a range of tasks (except working at height). 	Trips, slips and falls. Fire/other emergency situation. Intruder on the premises. Sudden illness.	√	

Are employees carrying out lone working tasks medically fit to work alone? **Yes** √
 If no, discuss with the individual(s) concerned and record separately (to maintain confidentiality) any adjustments that are necessary.

Additional controls that will be put in place for tasks/activities that are unsafe to be carried out by a lone worker.

Working at height – minimum of 2 people are required for any work that requires a stepladder/ladder, e.g. putting up classroom displays, changing light-bulbs, cleaning and/or replacing projector bulbs, etc.

Control measures

Control factors	Actions/controls already in place
What specific/additional information, instruction or training do lone workers receive?	Staff reminded before each holiday period that all staff should carry mobile telephones with them at all times when lone working.
What tasks are prohibited during lone working?	Work at height – there needs to be a minimum of 2 people present.
What arrangements are in place to inform new employees (including any temporary or agency employees) of the local lone working procedures?	Induction procedure – explain to new employees the potential dangers of working alone as above.

Name of assessor: Stephen Cotton - Headteacher	Signature:	Date: 21/06/14
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Manager must sign below to accept the assessment and ensure that remedial actions are implemented.