



## LONE WORKING POLICY

<b>Date Published</b>	<b>November 2020</b>
<b>Version</b>	<b>3</b>
<b>Approved Date</b>	<b>November 2022</b>
<b>Review Cycle</b>	<b>1 year</b>
<b>Review Date</b>	<b>November 2023</b>

An academy within:



## **Purpose of Policy:**

To minimise risks to staff working alone or in remote areas.

## **Responsible Person(s):**

Head Teacher, Governing Body and any member of staff who works alone or in remote areas.

## **Working alone will not be permitted in the following situations:**

- In confined, locked or unfamiliar places
- In normally unoccupied or derelict premises
- In an unguarded area over deep or fast-flowing water
- Working at heights
- In unlit areas at night
- Using ladders which cannot be tied and require footing
- Meeting members of the public who have a record of violence

## **Procedures for people working alone:**

ALL STAFF REQUIRED TO WORK ALONE OR IN REMOTE AREAS MUST BE AWARE OF THIS POLICY AND FOLLOW THE PROCEDURES.

- All hazards and risks associated with the intended tasks have been identified and minimised
- Adequate training and or instructions have been given
- The risk of violence has been minimised
- The competence, personal fitness and health of the person is suitable for the task
- Tasks requiring assistance (ie lifting heavy loads) must not be carried out alone
- A telephone, mobile phone or emergency alarm is available in the event of an incident
- The response time for assistance is acceptable
- A responsible person is aware of your working hours and location
- A system is in place for reporting on and off duty
- The number of hours working alone is kept to a minimum, or regular reporting procedures to confirm safety are in place.
- The responsible person will carry out the necessary checks if the reporting procedure has not been followed and take appropriate action.

## **Policy Review and Updates:**

The policy will be reviewed for each member of staff who is required to work alone or in remote areas and for existing lone workers required to carry out different tasks. A

separate risk assessment will be carried out where appropriate. See Appendix A 'Lone Working Risk Assessment' template.

**Children & Young People's Services**

**RISK ASSESSMENT**

**Appendix A**

**Premises:**

**Work Activity:** *Lone Working*

**Assessor(s):**

**Date:** 26<sup>th</sup> November 2022

**Pages** 1

**Review date:** annually or before if necessary

1. What could go wrong ?	2. Who might be harmed ?	3. Control measures at present	4. Further action required (if any)
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<p>                     Illness                      Accidents                      Assault                      Allegations                      Road Traffic Accident                 </p>	<p>Lone worker</p>	<p>                     Assess the appropriateness of lone working for the particular task                 </p> <p>                     Introduce a ‘buddy system’ for welfare checks and reporting – including out of hours ie – in the evening both the site manager and cleaners should leave the building at the same time.                 </p> <p>                     Post 16 Cleaners are advised to lock the main door and ensure the magnetic lock is activated and they both leave the site at the same time.                 </p> <p>                     Anyone else visiting out of hours should have a pre agreed time and report in and out with a pre agreed person.                 </p> <p>                     Signing in / out procedures including destination and estimated time of arrival etc. and working within pre-determined times with welfare calls / checks                 </p> <p>                     Route planning                 </p> <p>                     Provision of a panic alarm                 </p>	<p>                     Written procedures for emergencies                 </p> <p>                     Emergency contact details kept up to date                 </p> <p>                     Appropriate training                 </p> <p>                     Copies of this policy given to staff it concerns.                 </p>
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		<p>Having a good means of communication</p> <p>Emergency procedures eg. phone not answered, road traffic accident etc.</p> <p>Driving licence and insurance checks</p> <p>Meetings must be pre-arranged.</p> <p>Working at heights should not be done whilst in the building alone.</p>	
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