



Langton Primary School

Lone Working Policy & Procedures

**Adopted by: Full Governing Body
Spring2 2019**

Review date: Spring2 2022

Introduction

Langton Primary School is committed to having secure arrangements in place for staff who work by themselves or without close or direct supervision and with little opportunity for interaction with colleagues.

Lone Worker

A lone worker is one whose activities involve a large percentage of their working time operating in situations without the benefit of interaction with other workers or without supervision.

They may be:

- a single employee in an establishment
- someone who works outside normal working hours; e.g. maintenance, cleaning or security workers
- someone who works during site shut down and closure periods; e.g. school site supervisor and other school staff going in to work during holiday periods
- contractors and maintenance workers
- mobile workers who work away from base
- someone who undertakes visits, e.g. social workers, educational and family support workers, welfare workers
- anyone who periodically is alone during a part of their working activities and whose safety may be compromised as a result.

The aims of this policy are:

- to alert staff to the risks presented to lone working
- to identify the responsibilities each person has in their situation
- to describe procedures that will minimise such risks.

Hazards

These may include:

- a potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- the use of machinery, electrical or other equipment, chemicals
- working in remote areas, particularly after dark and outside normal working hours
- encountering intruders
- working at heights using ladders and lifting
- competency, ability and medical conditions of the individual.

This is not an exhaustive list and individuals will be expected to report all situations to the Headteacher which leave them open to any health and safety issues so that the risk can be assessed, and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

The Headteacher will:

- ensure that suitable and sufficient risk assessments have been carried out to identify any hazards arising from lone working and to put in place adequate controls to ensure the safety of staff.

- ensure that there are procedures/work instructions in place to reduce any risks to a minimum and that employees understand and follow these.
- put in place appropriate monitoring and feedback arrangements to ensure that, so far as is reasonably practicable the school's arrangements and control measures are working effectively
- ensure that any arrangement should be subject to review on a regular basis.

Procedure for lone workers

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- not undertake work for which they are not trained/qualified
- ensure that someone is aware that you are working alone and that you keep in regular contact and/or have given them an expected time of return
- ensure that external doors are kept closed and locked
- have a mobile phone to hand to access the phone in the school office
- when entering or leaving the building during darkness, make sure your key is readily available and be alert for intruders
- if leaving the building at night or after a function/meeting, try to leave with others
- do not confront intruders or unauthorised users unless you are sure it is safe to do so
- notify the headteacher or police if there is any sign of intrusion or you are concerned about unauthorised users.

In case of employees with certain medical conditions, e.g. epilepsy, it may be necessary to seek medical advice before allowing them to work alone.

All lone workers should be capable of responding to an emergency and be aware of emergency procedures, e.g. fire.