



Diocese of Chelmsford Vine Schools Trust

*The Diocese of Chelmsford*

*Vine Schools Trust*

*Lone Working Policy*

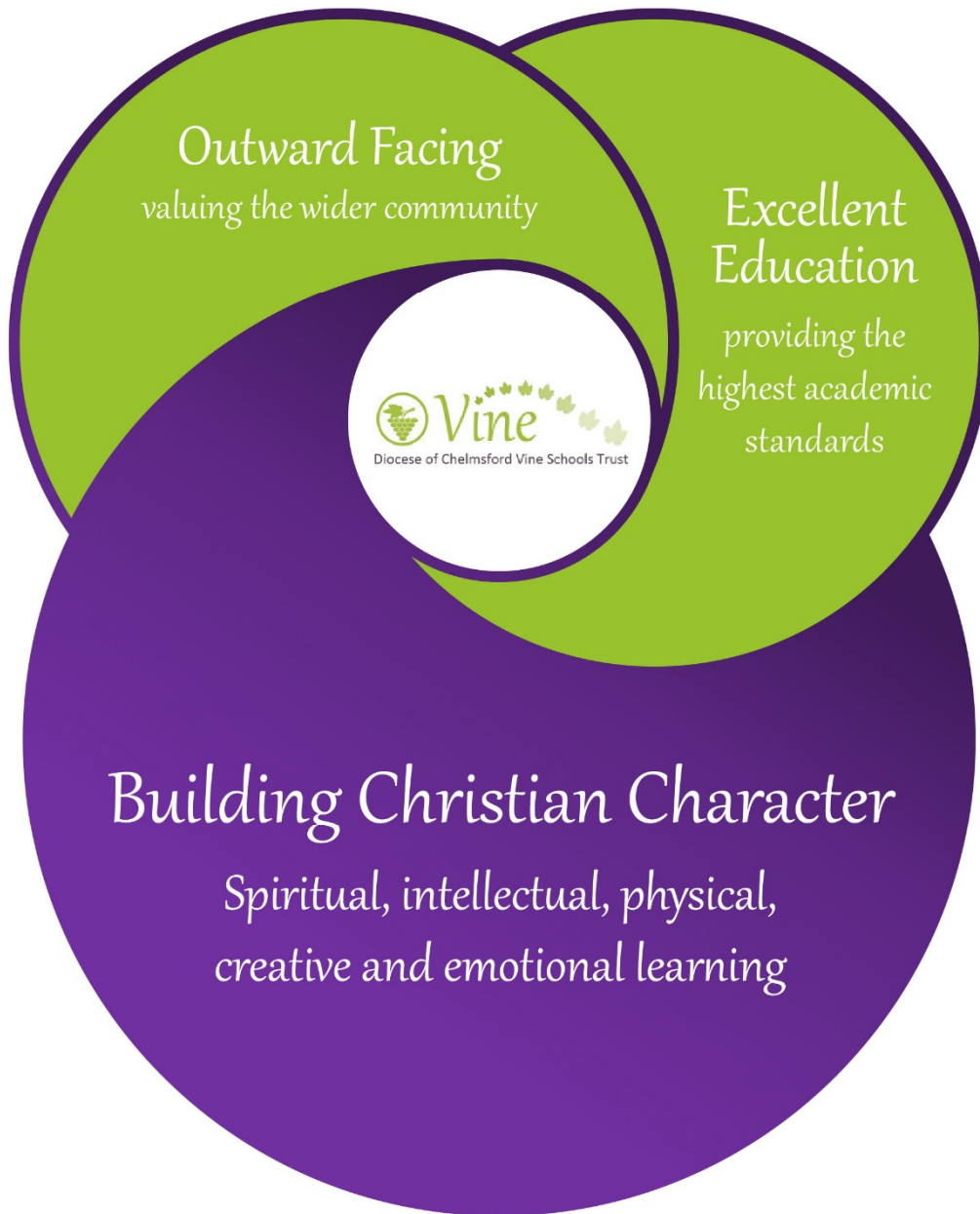
This policy is a model policy that must be reviewed and customised by each Vine Academy.

<b>The Diocese of Chelmsford Vine Schools Trust</b>	
Approved by:	The Vine Schools Trust
Signature:	Chairman
Date:	

<b>[Name of Academy]</b>	
Approved by:	Local Governing Body/Local Board
Signed (Chair of Local Governing Body/Local Board)	
Date:	

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# Our Vision and Values



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## 1 General Statement

Diocese of Chelmsford Vine Schools Trust recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out the trusts approach in both identifying these risks and adequately managing them. It is the responsibility of the Headteacher to ensure that all members of staff have read and understood the Lone Working Policy and that appropriate risk assessments have been completed. Any questions regarding the operation of this policy should be addressed to the Headteacher.

## 2 Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours. These are deemed to be from between 08:00 and 18:00, Monday to Friday.

## 3 Legal Position

The duty to both assess and control any risks from lone working is governed by the **Health and Safety at Work Act 1974** (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999** (as amended).

## 4 Risk Assessment

The risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- **Risk of violence** - all jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public.
- **Plant and equipment** - plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person
- **Work at height** - working at height will not be undertaken when working alone
- **Chemicals** - any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone
- **The worker** - the medical fitness of workers working alone will be assessed
- **Access and egress** - some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person

## 5 Control Measures

In order to manage the risks identified, we have introduced the following control measures:

### 5.1 Risk of violence:

- staff are required to lock themselves in the buildings when lone working
- staff must not arrange meetings with parents or members of the public when lone working; all meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting
- late meetings must finish promptly and not leave one member of staff alone on site
- staff must not approach, or let into the buildings, unauthorised persons when lone working

- all staff are required to give 24 hours notice to the Headteacher before lone working, either after hours or through holiday periods; the school will be locked during these periods
- staff attending alarm activations will only attend either with police support, external support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school; if there is sign of an entry police support **must** be gained before entering the school

## **5.2 Communication: staff are advised to:**

- avoid lone working wherever possible by arranging to work in pairs or as a group
- sign in and off the site
- carry either a mobile phone or school telephone at all times when lone working
- let someone know you are coming into work, how long you expect to be and when you are leaving
- comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident

## **5.3 First Aid:**

- for those working on our premises, first aid kits can be found *schools to complete*

## **5.4 Emergency procedures:**

- in the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/school phone to contact the Headteacher, the staff member's nominated person or the emergency services

## **5.5 Access and egress:**

- staff are required to consider the ease of access and exit at the site as part of the risk assessment.
- staff should check weather conditions before coming into and while at work.

# **6 Working Away From School or Office**

Appropriate and reasonable arrangements for recording staff movements / whereabouts outside of the office environment must be established, (e.g. utilising an accessible electronic diary schedule).

Points recorded should include:

- Date of visit
- Site / visit address
- Contact phone number
- Purpose of visit
- Expected time of return to school, office or home
- Name of person meeting
- Travel time between appointments.

Where practicable, staff should be provided with appropriate equipment; such as means of mobile communication e.g. mobile phone, and personal alarms.

Staff should contact their Headteacher/Line Manager when they arrive at their destination and when they return to the school, office or home.

If no satisfactory contact is made, with the individual, the Headteacher/Line Manager, or authorised personnel should attempt to contact the individual or the staff members intended destination to check the well-being of the member of staff. If contact is not made within 2 hours, the Police should be informed and a record of any actions should be completed.

Emergency contact details must be provided by staff and maintained by the school or office. This information will only be used in an emergency.

Details of car registration, make, model and colour should be held in the school or office.

## **7 Unacceptable Lone Working**

- The following activities are not to be carried out by lone workers under any circumstances:
- working at height
- manual handling of heavy or bulky items
- transport of injured persons

## **8 Training**

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

## **9 Line Managers**

It is the responsibility of the Headteacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 7 are not carried out by one person alone.

If the nature of the tasks changes in any way, he must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

## **10 Lone Worker Duties**

It is the responsibility of all school/trust personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher/Line Manager. All lone workers are expected to co-operate fully with instructions given by the Headteacher/Line Manager.

## **11 Further Information**

Further information on Lone Working and Preventing Violence is available from ECC Health and Safety Manuel HSP 9.05