



## SNAPÉ LONE WORKING PROCEDURE

### 1 - Statement

The school aims to ensure, as far as is reasonably practicable, that staff who work alone are not exposed to risks to their health and safety by identifying these risks and implementing safe working practices to manage them.

### 2 - Objectives

The objectives of the policy are to ensure that:

- Lone working is defined
- Lone workers are identified
- Risks inherent in lone working are assessed and suitable precautionary measures are put in place.

### 3 - Definition

For the purpose of this policy, a lone worker is a person who works for some or all of their time by themselves without direct or close supervision. Lone working is generally permissible provided:

- Work can be solely undertaken by one unaided person
- There are arrangements for the lone worker to call for help if necessary
- The employee has sufficient knowledge, experience or expertise

Lone working may occur during normal working hours at an isolated location within the school e.g. in forest school or remote classroom or outside on the school playing field or on home visits or when working outside of normal business hours which includes school holiday periods.

Lone workers may include: site managers; caretakers; key holders; cleaners; head teachers and other teaching staff and support staff. If applicable, it will also include home workers. Consideration also needs to be given to any self-employed people engaged at the school and visitors such as contractors.

## 4 Procedures

### 4.1 - Head Teachers

The Head Teacher will ensure that staff who work alone are identified, the risks are assessed and steps taken to avoid or control risks where necessary. This will include the following:

- Discussing checklist (see appendix) to ensure majority answered NO;
- Discussing and agreeing lone working arrangements with lone worker which will include considering potential risks and measures to control them;
- taking steps to ensure risks are removed where possible, or putting in place control measures, e.g. carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety;
- providing instruction, training and supervision;
- reviewing risk assessments periodically or when there has been a significant change in working practice.

### 4.2 - Staff

Staff who work alone will, in consultation with the HT, consider all potential risks and are required to follow specific safety precautions put in place to prevent harm. They shall take care of themselves and others affected by their work and co-operate with the headteacher/staff team in meeting their obligations. Any problems met whilst lone working will be reported to the Headteacher/Office manager immediately.

## 5 - Controlling Risks

Account will be taken of the work to be carried out and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Situations where people work alone will be identified and the following confirmed:

- Lone working is appropriate for the task.
  - The workplace does not present any special risks to the lone worker.
  - There is a safe way in and out of the school.
  - Equipment, substances and objects can be handled by one person.
  - There is low risk of violence and/or aggression.
  - Staff are aware to report any violent incidents which should occur.
  - Staff have sufficient experience to work alone.
  - It is acknowledged that certain individuals are at more risk than others e.g. if they are young, pregnant, disabled, have a health condition or are a trainee.
- In these instances, employees will not work alone.
- If English is not the lone workers first language, suitable arrangements are in place to ensure clear communications, especially in an emergency. If this cannot be arranged, employees will not work alone.
  - The person is medically fit and suitable to work alone.

- Training has been undertaken to ensure competency in safety matters. Some tasks may always be inappropriate for lone working. There are tasks where a second person is needed to provide assistance and support or where a person gets into difficulty may be unable to call for help.

Risk assessment will help decide the right level of supervision required for a job. The school accept that there are some high risk activities where at least one other person may need to be present. Examples include:

- Working in confined spaces
- Work at Height
- Working at or near live electricity conductors
- Dealing with unpredictable client behaviour and situations

## 6 - Monitoring Lone Workers

Consideration has been given as to how the lone worker will be monitored/supervised. The extent of supervision required will depend on the risks involved and the ability of the lone worker to identify and handle health and safety issues. Procedures to monitor lone workers have been put in place including:

- Head Teacher/Office Manager to periodically visit or otherwise contact lone worker
- Maintaining regular contact with lone worker using either a phone or email.
- If contact isn't maintained the site will be visited to check and or contact made with colleague's home.
- Checks that lone worker has returned to their base or home on completion of a task through text, email or phone call.

## 7 - Lone Working Risk Assessment

All lone working will need to be risk assessed and a sample risk assessment covering some examples of lone working in schools can be found on the following link to L3.1214Lone Working Risk Assessment.doc

## 8. Conclusion

All lone workers are expected to fully cooperate with safe working practices put in place and report any incident which may lead to a review of procedures.

## 9. Approval and Review

This policy was approved by the School Committee at its meeting on: 2023

The committee has programmed a review of this document to take place every three years and this review will be noted in the minutes of the committee.

Next Planned Review Date is: 2026

## Appendix 1 Remote Lone Worker Risk Assessment Checklist

- Does the workplace present a special risk to the lone worker?
- Is there anything that might prevent the lone worker from being able to access or exit where they are working in a safe manner?
- Are the exits of the building locked after hours for security reasons, and would this impede a lone worker from exiting the building in an emergency?
- Do the security measures need to be reviewed?
- Is the lone worker using equipment that cannot be safely handled or used by one person? Is the equipment in poor working order and/or in need of maintenance?
- Is the lone worker using hazardous substances or materials?
- Is Personal Protective Equipment (PPE) needed?
- Does the work involve working at height?
- Does the work involve manual handling or assisted movement of people?
- Does the work involve handling cash?
- Does the work involve travelling, either using public transport or by independent means? Is there a risk of violence, verbal abuse or aggression?
- Is there a risk of sexual or racial harassment?
- Would a new or expectant mother be particularly at risk if working alone?
- Would young people (under 18 years) be particularly at risk if working alone?
- Is it unlikely that one person could adequately control the risk of the job, taking into account both the normal work and foreseeable emergencies such as equipment breakdown, chemical spillages, violence, harassment etc.?
- Communication and Supervision
- Are more frequent 1 - 2 -1 and catch-up meetings required?
- Do additional procedures need to be established to enable regular contact with the lone worker? Do procedures need to be established to enable informal contact with the lone worker such as staff/corporate news, team informal discussions?
- Do procedures need to be established to monitor lone workers?
- Do emergency procedures need to be established to enable the lone worker to address foreseeable emergencies, such as fire, accident, ill health, etc.?
- If special emergency procedures need to be established to cover lone working, are additional instructions and training necessary to ensure the lone worker is able to respond appropriately?
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### **Appendix 1 Remote Lone Worker Risk Assessment Checklist**

- Do procedures need to be established to ensure that visiting lone workers, for example contractors, maintenance workers, peripatetic workers, trainers, and site visitors, are made aware of the emergency procedures?
- Do additional procedures need to be established to enable a lone worker to call for help or assistance in the event of a violent or abusive confrontation?
- In the event of an accident or ill health incident, would the lone worker be unable to call for help or contact the emergency services?
- Is the provision of first aid facilities inadequate for the lone worker, and will additional first aid facilities need to be provided?
- Do staff need to be made aware of, or reminded of, the correct accident/incident reporting procedures?
- Lone Workers
- Does the lone worker have any medical conditions that may put them at particular risk if working alone?
- Does the lone worker have any disabilities that may put them at particular risk if working alone? Do staff require appropriate training / instruction and written safety information in order to safely undertake the work?
- Does the lone worker lack the competence to safely carry out the work activity?
- Does the lone worker require additional training to ensure competence to carry out the work activity alone?
- Does the lone worker require supervision?
- Is the lone worker able to cope in any foreseeable emergency that may impose additional physical and mental burdens on them?
- If the lone worker's first language is not English, do arrangements need to be made to ensure clear communication, especially in an emergency?