EATON HOUSE SCHOOLS

LONE WORKING POLICY

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Summary

Lone working can be defined as those that work by themselves without close or direct supervision.

Eaton House Schools will ensure, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Working alone either on site or off the premises can bring additional risks and Eaton House has developed this policy and associated procedures to control those risks and protect staff. It is important that staff understand these procedures and follow them at all times whilst working alone.

Apart from staff being sure that they are capable of doing the job on their own, the three most important things to be sure of are:

- the lone worker has full, and up to date, knowledge of the risks of working alone
- the lone worker knows what to do if something goes wrong
- someone else knows the whereabouts of the lone worker and what they are doing
- There is a suitable arrangement for the lone worker to contact someone to let them know when the lone working has finished

Employers' Duties

Assessments of the risks of working alone, carried out under the Management of Health and Safety at Work Regulations 1999, will confirm whether the work can be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, goods, substances and environment, etc. Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any communication problems
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario
- the prohibition of any lone working where risks are unacceptably high

Employees' Duties

Under the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, employees have a duty to:

- take reasonable care of their own health and safety and that of other people who may be affected by their activities at work
- co-operate with their employer to enable the employer to comply with their health and safety duties.

Conducting a Risk Assessment

A full risk assessment must be undertaken by the line manager if lone working must be carried out and the assessment will identify the following:

1. Identify the hazards of the job or specific activity, the lone working tasks to be undertaken and where and when the lone working occurs.
2. Identify the people at risk, including people who may work alone for part of the day, people other than employees, i.e. pupils and visitors, who may be at risk if a lone worker is unable to carry out their tasks without putting either themselves or others at risk.
3. Evaluate the risks and decide whether existing control measures are adequate or whether further action is needed.
4. Record the findings, devise suitable control actions and implement the measures.
5. Monitor the situation and review the assessment on a regular basis in order to check whether there are changes to the activity or persons involved. Revise assessment if necessary.

The risk assessment must be suitable and sufficient, meaning it must look at the lone working situation and anticipate all reasonably foreseeable problems. It is also important to ensure the person carrying out the lone working risk assessment is competent to do so and to consult the lone worker as part of the risk assessment to ensure they understand the risks and procedures.

Persons at Risk

Any members of staff working in the School alone during closure times are considered to be at risk. Examples may include:

- Teaching staff meeting parents or working with pupils or completing paperwork, marking papers or preparing lesson plans alone in a building outside of School hours
- Peripatetic teachers

- Maintenance or other staff attending to evening lettings alone or attending School sites alone at weekends in response to security alerts.
- Head Teachers completing paperwork alone in a building outside of School hours
- Maintenance staff working in a building alone during the School hours
- Support staff working alone in a building outside of School hours

Hazards

There are multiple hazards associated with lone working these may include, but are not limited too;

- potential violence or threatening behaviour towards staff
- the use of machinery, electrical or other equipment or chemicals
- working in remote areas, particularly after dark and outside normal working hours
- encountering intruders
- working at heights, using ladders
- work that involves manual handling.
- Members of staff who are regularly lone working are responsible for ensuring that the HR Department hold up to date and accurate medical information about them. Lone working should be avoided where health conditions could pose a risk to someone's health when alone.

Safe Systems of Work

Teachers and other staff working outside of normal School hours should be aware of the risks and take appropriate measures to ensure their own safety.

Any staff member wishing to work outside of normal School hours must inform their line manager.

the following procedures will be adopted when lone working takes place.

- Staff working alone (e.g. PE teachers working alone in playing fields, teachers working in isolated classrooms or on School trips, etc.) should always carry school mobile phones where possible.
- When meeting with parents who might be considered a risk, staff should wherever possible meet in a building occupied by others and during normal School hours. Staff must always sit nearest the door.
- If the School is aware in advance of any likely issues with a particular parent, then suitable precautions should be taken
- Home visits and School trips should always be approved by the Head Teacher or the Principal. Home visits should be avoided where possible and meetings arranged to take place in School.
- Staff and departments should arrange checking-in and out systems with either family, friends or work colleagues so that somebody always knows where people are and when they are due back at School/back home.

- Key holders (such as Maintenance Manager) should inform the Bursar when they are attending a letting, locking up after hours, attending an alarm call, etc.
- Additional supervision/buddying will be arranged as required
- Staff working alone should avoid high-risk activities, such as working at height, manual handling, electrical works, machinery, etc.
- Staff should adhere fully at all times to School security policies and procedures, especially those relating to locking up, visitors, wearing identify badges, signing-in to the site, responding to intruders, etc.
- Staff must be aware of emergency procedures and how to evacuate the building in the event of a fire.
- Staff must have access to first aid.

Departments should establish clear local procedures to set limits of what can and what cannot be done while working alone.

Rules and instructions should be developed, if necessary, in writing, to cover the following.

1. Required ability of employees, e.g.:
    a. professional training
    b. qualifications and experience
    c. full knowledge of work planned
    d. medical fitness
2. Suitability of equipment, e.g.:
    a. adequate level of appropriate personal protective equipment supplied by employer
    b. insulation of portable lighting and other portable electrical appliances.
3. Task, e.g.:
    a. compliance with all job instructions
    b. avoidance of non-authorised or non-risk-assessed work
4. Means of communication, e.g.:
    a. mobile telephone
    b. remote manual or automatic alarm system
    c. regular visits by competent person
5. Provision for treatment of injuries, e.g.:
    a. portable first aid kit
    b. availability of first aider/emergency response
6. Emergency and accident procedures, e.g.:
    a. means of summoning help
    b. means of raising alarm
    c. rescue plans and equipment
    d. fire-fighting equipment.
7. Training, e.g. for safe use of specialised equipment and processes.
8. Supervision, e.g. for trainees, young people, or new recruits, who must be confirmed as competent to work alone before supervision is reduced to the level of occasional visits.