

# Gilded Hollins Community School



## Lone Working Policy

Reviewed: Autumn 2024

To be reviewed: Autumn 2025

This policy has been written with due regard to the Equality Act 2010

Gilded Hollins Community Primary School

Lone Working Policy Page

1 of 5

# GILDED HOLLINS SCHOOL

## Lone Working Policy



### **Ethos**

At Gilded Hollins Community School we strive to create an environment in which both children and adults feel happy, safe, secure and valued. Our overarching school rule is 'Respect Everyone' and this is encompassed throughout all our policies.

### **Lone Working Procedures**

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This, however, may introduce risks for a normally non-hazardous work activity.

### **Categories of lone workers**

Within Gilded Hollins Primary School a lone worker will most probably fall within one of the following categories:

- ❖ Those working alone with a child
- ❖ Those who work in an otherwise unoccupied part of the building

- ❖ Those who work in an isolated part of school grounds
- ❖ Those working in school during a holiday period, or weekend
- ❖ Those responding to an alarm call out after normal school hours
- ❖ Those working before and after the school day

### **Definition of Lone Working**

Staff engaged in work (either outdoors or indoors) where there are no other people present, or where it could be reasonably expected that there is no-one available to provide immediate aid in the event of an incident or emergency.

### **Risk Assessment**

It is the responsibility of the headteacher to ensure that an annual Health and Safety and Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working. The risk assessment will take into account the type of tasks undertaken, the environment, any health and safety instruction and training received, and the individual's medical history. Hazards identified will be evaluated by the headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

### **Controls**

Staff should seek the permission of the headteacher to work alone in the building outside of their normal working hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the headteacher. Whenever possible, it is recommended that staff work with a colleague. Staff should not enter the school premises if there are signs of intruders, but are instead advised to immediately call the police.

Staff working alone should ensure that the door through which they entered is securely closed to prevent access by intruders, and also ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals, but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (headteacher's, deputy headteacher's or caretaker's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not practicable for the headteacher to periodically visit and visually monitor people working alone. Staff will receive information and / or training to help ensure they understand the risks associated with lone working and to minimise these risks.

All lone workers, in an otherwise unoccupied building, should follow the school's fire and emergency procedures. Staff have a responsibility for making themselves familiar with, and for following, school's safety procedures and location of safety equipment. Lone working contractors should have access to their own first aid kit suitable for treating minor injuries.

If lone working staff rely on mobile phones they must ensure that their network has good reception within school and that their phone has sufficient charge. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements. Should a member of staff be about to leave the premises, leaving a colleague as a lone worker, they should inform that colleague of their departure. Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk, or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work / life balance.

It is the responsibility of all school 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.

### **Working Alone with a child**

A member of staff working alone with a child must never work in a closed room where there is no visible access from outside. Ideally, the member of staff should inform a senior member of staff who they will be working with, when, where and the length of session. In the event that a room has a door without window panels the door must be left open, or the one to one session should be within view or hearing of another member of staff.

If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter in accordance with the Gilded Hollins Code of Conduct. The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of headteacher any aspect of work related risks.

The headteacher and Health and Safety Governor (Mrs Liz Haworth) will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

This policy will be updated annually.