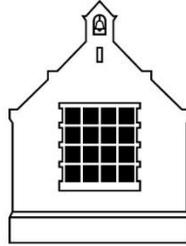


HORRINGTON PRIMARY SCHOOL

'We are a community of caring, connected,
creative, 'can-do' learners'



Horrington Primary School Policy Document			
Lone working policy			
Version date	October 2020	Review date	October 2022
Date ratified by Governing Body	21.10.20	Signed (Chair of Governors)	<i>J Eyre</i>

General statement

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, caretaking/ cleaning staff may be required, or choose, to work alone. This, however, may introduce risks for a normally non-hazardous work activity. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the headteacher.

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 during normal working hours at an isolated location within the normal workplace or when working outside normal business hours. These are deemed to be from between 07:30 and 18:00 Monday to Friday in term-time.

A lone worker in school will probably fall within one of the following categories:

- Staff that are required to work alone for all or most of the time, such as cleaning/ caretaking staff working in the early morning or in the evening

- Staff staying on to finish work in school after others have left, or those who regularly work late or start early, before anyone else gets into the building
- Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone has gone home.

Lone working is defined as where staff are engaged in work (either indoors or outdoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Risk assessment

A lone working risk assessment for caretakers is in place for Horrington Primary School. A risk assessment for any further staff who wish to work alone should be completed as required.

Controls

Staff should seek the permission of the Headteacher to work alone in the building outside of normal business hours. The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.

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

- All staff are required to give notice to the headteacher before lone working, either after hours or through holiday periods. The school will be locked during these periods.
- Staff are required to lock themselves in the buildings and ensure windows are shut when lone working.
- Staff must not arrange meetings with parents or member 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.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Access to the site is controlled through security coded gates
- External lighting is adequate
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

- Staff attending alarm activations will only attend either with police or while in contact with the security company (Coomber Security telephone number 01823 282888). 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 policy support must be gained before entering the school.
- Avoid lone working whenever 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.
- Key holders are kept to a minimum and are strictly controlled.
- Staff should notify someone of their intended time at work and their intended time of return.
- It is advised that lone workers provide a relative or friend with a telephone contact number (headteacher, senior teacher, caretaker or finance officer) to call if the lone worker fails to return home at the expected time.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness
- Only agreed tasks are to be undertaken avoiding high risk activities e.g. working at height.
- Lone workers must be considered capable of responding appropriately in an emergency situation by the headteacher.
- Lone workers should not undertake activities which are considered as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
- All lone workers, in an otherwise unoccupied building, should follow the school's fire and emergency procedures
- Staff have responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

- 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.
- Reporting incidents – all incidents involving lone workers, particularly incidents of work related violence, must be reported* and investigated by the Finance officer/ governor with responsibility for H and S.

* Work related violence is anything that an individual employee finds unacceptable and is defined by the Health and Safety Executive as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats as well as physical attack.

- Staff will receive information via this policy and the staff handbook to ensure they understand the risks of lone working and to minimise these risks.

First Aid

For those working on our premises, first aid kits can be found in the kitchens and all classrooms as marked by Green Cross.

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 or the emergency services.

Access and egress

Staff are required to consider weather conditions before coming into and while at work.

Key-holders

Key-holders may need to attend the premises outside of normal business hours. This may be to carry out normal work activities or following the activation of the intruder alarm system or because of some other emergency that may have occurred.

Key holder information is registered with Coomber Security

Good practice indicates that at least three key-holders should be appointed in order to cover holidays and sickness.

Please see Appendix 1 for intruder alarm activation procedures

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

Responsibilities

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 school finance officer. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter.

Staff should be proactive in bringing to the attention of the headteacher or finance officer any aspect of work related risks which may occur when lone working.

The finance officer and the governor with responsibility for Health and Safety 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.

Appendix 1

Alarm activation procedures

On receiving a telephone call notifying of intruder alarm activation establish the identity of the person making the call i.e. Coomber Security.

Arrange with either a member of your family or other responsible person to call the Police to the premises if they have not heard to say that all is well. This call should be made between 30 to 45 minutes after the estimate time of arrival.

What to take

- Identification of who you are, for example an employee badge. This helps if police do attend the scene or are later called to the scene.
- A torch of a reasonable size and power
- Your mobile phone

On arrival at the premises

If the Police are in attendance make sure they have checked all sides of the building. Then enter with the Police and check all areas.

If the Police are not in attendance walk slowly round as much of the premises as possible checking for forced entry e.g. broken glass, prised doors, windows etc. including the roof and walls. Evidence of flash lights being used or other lights left on within the building; noise from within the building or outside; suspicious/unfamiliar vehicles parked in the immediate area. If in any doubt leave the site and call the Police by dialling 999.

If all appears to be quiet, enter and check premises. Switch on appropriate lights and proceed to re-set the alarm. If there are signs of a break in leave at once and call the Police as above.

If in doubt leave the site immediately, even if you have the use of a mobile phone. Arrange to meet the Police nearby. This is for your own safety.

On entering the premises

Carefully note all information displayed on the alarm controls. Take no action at the control panel beyond un-setting the protected areas.

Check that the telephones are in working order. If the telephones do not work, it is likely that the lines have been cut by intruders who have, or who may try again, to attack the school. If the Police are in attendance they should be made aware of the telephone not working.

If alone and, at any point, it is suspected there has been a break-in, then leave the premises and call the Police.

If there has been a break-in, re-enter the premises and check carefully with the police and following their instructions. Please note that a crime reference number will be required for insurance purposes.

After checking the premises

Notify the member of family or other responsible person, who is expecting to be contacted, to let them know that all is in order. Consider arranging to make further calls if appropriate.

Arrange for any emergency repairs to be made so the premises can be secured. If there is no apparent break-in, secure the premises and set the alarm system. If the reason for the alarm activation cannot be identified it may be necessary to arrange with the Finance officer the following day to contact the alarm company to check the system for faults.