

## LONE WORKER PROCEDURES

### The Wensleydale School & Sixth Form

#### General Statement

As a school, we recognise that there may be an increased risk to the health and safety of our employees whilst working alone. For this reason, it is our policy not to approve lone working requests outside of the school's normal operating hours, which are between 7.30 am and 5.30 pm. This potentially provides up to 50 hours each week for staff to work. However, any staff member working 10 hours per day would exceed their contracted hours by some considerable margin (32.43 hours for teaching staff and up to 37 hours for associate staff). For this reason we generally do not approve lone working requests outside operational hours. We endeavour to support staff to create healthy routines with a work/life balance and a manageable workload that can be achieved within paid hours of employment. Where staff normally work in isolated areas of the site alone or where an exceptional lone working request outside normal operational hours has been agreed, the following procedure applies.

#### Definition

For the purposes of this procedure, 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) at a client's premises, and (3) when working outside normal business hours. These are deemed to be from between 7.30 am and 5.30 pm.

#### Legal Position

Our 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. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

#### Risk Assessment

Our 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 and/or cash handling.

##### Plant and Equipment;

- The 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 must 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 each worker to continue working alone will also be assessed.

## **Access and Egress;**

- Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.

## **Control Measures**

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

### **Risk of Violence:**

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

### **Communication:**

- Staff are required to avoid lone working wherever possible
- All staff are required to sign in and off the site
- Staff are required to carry a mobile phone at all times when lone working.
- Staff are required to submit a lone working request to the School Business Leader and CC this to their Line Manager, giving a minimum of 3 days' notice. An email of request should include the following:
  1. Expected duration on site
  2. Expected departure time
  3. Tasks to be undertaken
  4. Reason why tasks can't be done in normal operating hours

### **First aid:**

- For those lone working on our premises, first aid kits are available and detailed on First Aid signage around the building.

### **Emergency procedures:**

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone. The main point of contact with those allocated phones is the staff member's nominated person and the emergency services.

### **Access and egress:**

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

## **Unacceptable Lone Working**

The following activities are not to be carried out by lone workers under any circumstances:

- **Any form of working at height;**
- **Manual handling of heavy or bulky items;**

- Use of solvent based chemicals, paints or glues;
- Transport of persons must always be undertaken by more than one member of staff.

## Training

All lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

## Line Managers

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff. In particular, they are responsible for ensuring that any tasks described in the Unacceptable Lone Working section are not carried out by one person alone. If the nature of the tasks change in any way, the manager 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.

## Lone Worker Duties

All lone workers are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the organisation's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

<b>Signed:</b>	J Polley
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