



Lone Working Policy

Bramley Church of England Infant and Nursery School

"Your word is a lamp to guide me and a light for my path." Psalm 119(105)
Rooted in Christian values, seek within, wonder why, reach out, aim high.

Policy effective from May 2024

Approved by Headteacher

Last reviewed on May 2024

Next review due by May 2027

Version history

Version	Description of change	Author	Approved
1.0	Original version	Shona Taylor	Children and Learning

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.

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

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 a different building or outside on the school field or on home visits or when working outside of normal business hours which includes school holiday periods.

Lone workers may include: caretakers; key holders; cleaners; headteacher and other teaching staff and support staff. Consideration also needs to be given to any people engaged at the school and visitors such as contractors.

Procedures

Headteacher

The Headteacher 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 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.

Staff

Staff who work alone will, in consultation with their line manager, 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 cooperate with Headteacher/line managers in

meeting their obligations. Any problems met whilst lone working will be reported to their Headteacher/line manager immediately.

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

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 and may include one or more of the following:

- Out of school hours staff/contractors are expected to notify family member/friend of their location and expected return time.
- When attending home visits staff are expected to contact school upon arrival and when leaving .
- Headteacher to periodically review with lone worker practice and any concerns

- Checks that lone worker has returned to their base or home on completion of a task
- Considering what happens if a person becomes ill, has an accident, or there is an emergency

Lone Working Risk Assessment

All lone working will need to be risk assessed and a sample risk assessments covering some examples of lone working in schools can be at the end of this policy.

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.

Risk Assessment –Home visits					
All Staff undertaking home visits in EYFS				Specify: EYFS children,	
Assessment Date: July 2023		Lead Assessor: S Taylor		Persons consulted: N. Eason K.Muncer K.Craig	
Review Date: July 2023		Further Action Required? (circle)	Yes	No	
Process/Activity *	Hazards Identified*	Persons at Significant Risk	Existing Controls *	Are existing controls adequate? Y/N	What additional controls are required? (See Actions attached)
Driving	Member of staff may be harmed Vehicle breakdown Accident Intruder in vehicle when unattended Use of mobile phone Fatigue	Staff	Maintain vehicle properly Belong to a breakdown organisation Carry torch, phone etc for emergency Advise office where you are going Phone in if plan changes Do not leave valuables in car (e.g. laptop) Avoid risky areas where possible	Y	Staff to ensure they have suitable insurance

<p>Aggressive or violent parent/child/family member</p>	<p>Member of staff may be injured or verbally abused</p>	<p>Staff</p>	<p>2 members of staff to attend visit. Risk reduced by agreeing safeguarding team prior to visit 2 person visit if aware of home circumstances Inform office of whereabouts and call office to confirm you when you have arrived and left the residence Take mobile phone for contact</p>	<p>Y</p>	<p>Report to police if appropriate</p>
<p>Illness or injury/accident</p>	<p>Member of staff may be harmed or injured Illness or injury</p>	<p>Staff</p>	<p>Alert Emergency services if appropriate Alert office if able to Ensure access to phone Take prescribed medication as directed or as needed Complete injury at work protocol on return</p>		
<p>Attack by dog or other animal</p>	<p>Member of staff may be harmed or injured</p>	<p>Staff</p>	<p>Avoid contact with animals Seek advice from family before entering premises with animals Appropriate behaviour near animals – avoid alarming them, e.g. sudden movements Ask family to remove animal from room if appropriate</p>		

