

WELBURN HALL SCHOOL

LONE WORKING POLICY STATEMENT



Last reviewed: April 2015
Review Period: Three years
Next review Due: Summer Term - 2018
Adopted by Governors: 20.5.15

Signed by Chair of Governors / Resources Committee:

1. **WHAT IS LONE WORKING?**

A definition – “a worker whose activities involve a large percentage of their working time operating in situations without the benefit of interaction with other workers or without supervision”.

2. **WELBURN HALL SCHOOL**

2.1 While Welburn Hall School does not present a special risk to the Lone Worker, the following hazards are recognised:

- Fire
- Manual Handling
- Violence from members of the public
- Sudden illness

2.2 Also the following Problem Activities are recognised:

- Lifting
- Electrical work
- Use of ladders and steps
- Use of hazardous chemicals
- Use of hazardous tools
- Working in or near water
- Dealing with aggressive people
- Monitoring of the on site sewerage system

3. **LONE WORKING PROCEDURES**

3.1 All lone working activities should be fully risk assessed.

3.2 Carry a radio or mobile phone, and regularly report in to a pre-arranged contact if possible; this is specific to the site manager.

3.3 Employees, other than the site manager, are encouraged to make use of a mobile phone (school will provide these) in similar fashion. Staff should know where telephones with external lines are located.

3.4 Ensure that someone knows where you are and the estimated time of return and that they act appropriately if you do not make contact.

3.5 Rigidly follow the School's Risk Assessment, Manual Handling Policy and the School's Working at Heights Policy.

3.6 Stop if you know it is unsafe to continue working.

3.7 Stop any work if you are going to be put at risk.

3.9 Staff must be fully aware where they can access First Aid equipment.

3.10 Always understand the following:

- The manufacturer's operating instructions for any equipment
- COSHH guidelines on any hazardous substances
- The risks of an activity
- The precautions needed
- What to do in an emergency

4. **LONE WORKING PROCEDURES AWAY FROM SCHOOL**

4.1 It is recognised that Lone Working also involves mobile workers working away from their fixed base, eg courses, meetings, visits.

- 4.2 If leaving from school, make sure school has details of your itinerary.
- 4.3 If leaving from home, make sure someone in your family is aware of your intended movements, or make it known to school.
- 4.4 Preview cases before visits. Staff need to be made aware of all available information from all relevant agencies.
- 4.5 If a risk of violence presents itself, lock yourself into your car, carry a mobile phone if possible and know how to control and defuse potentially violent situations.
- 4.6 Confirm your return to school or home at the end of the visit.
- 4.7 It is the duty of the employee to ensure that their own vehicle is roadworthy and appropriately taxed and insured.
- 4.8 It is advised that the Lone Worker carries a First Aid Kit in their vehicle.
- 4.9 It is recognised under the HASAW Act that it is the duty of each employee to appreciate their responsibility for their own safety.

5. **THE EMPLOYER'S DUTIES**

- 5.1 Ensure that Lone Workers have no medical conditions which make them unsuitable for working alone. This should be checked at date of appointment, with the employee having the duty to inform the employer of any change.
- 5.2 Provide information and training as appropriate.
- 5.3 Set limits on what can and cannot be done when working alone.
- 5.4 Provide a phone/radio, and also identify a reporting-in system.
- 5.5 Identify procedures for raising alarm if the Lone Worker has not reported in.
- 5.6 Provide PPE and any necessary mechanical aids.
- 5.7 Give access to First Aid equipment.
- 5.8 Keep buildings secure.
- 5.9 Ensure that Risk Assessments are carried out before work begins.
- 5.10 School vehicles should be checked and roadworthy in accordance with procedures.

REFERENCE TO POLICIES / PROCEDURES:

NYCC Lone Working Employee Guidelines
NYCC Personal Safety Policy
Health and Safety Policy
Risk Assessment Policy
Guidelines for Educational Visits
Use of School Vehicles Policy
Working at Heights Policy
Action in the Event of Fire
Moving and Handling Policy