

St. James' RC Primary School

Lone Worker Policy

At St. James', we recognise that there are occasions when teaching, support, administrative, caretaking, cleaning or other staff may be required to work alone or in isolated situations. This may mean an increased risk to the health and safety of that individual. This document explains how St James' RC Primary School will protect their staff as far as is reasonably practicable from the risks of lone working. Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with any health and safety risks for people working alone.

Definition

A lone worker is someone who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the school, or working outside normal school hours. Lone working is deemed to be working in a situation where there are no other people who could reasonably be expected to give immediate assistance in the event of an accident or emergency

Purpose

St James' RC Primary School is committed to providing a safe working environment as far as reasonably practical that meets the needs of its staff and volunteers. Consideration shall therefore be given to the health and safety implications in respect of lone working.

Policy

All staff and volunteers should be made aware of this policy. Anyone who is or who potentially may be a lone worker shall receive information, instruction and relevant training in respect of all identified hazards and the risks involved and all associated risks eg violence, possibility of malevolent CP allegations, injury and aggression.

- It is the responsibility of the Head Teacher to coordinate the risk assessment for lone workers in consultation with the staff
- Anyone who is lone working shall be provided with a communication link to the office base, normally a mobile phone;
- Lone workers shall follow all instructions contained in the procedures below;
- It is the responsibility of the Head Teacher to regularly re-assess risks, reporting the time and dates of monitoring and any changes
- It is the responsibility of the Head Teacher to ensure that workers do not suffer from undue stress as a consequence of lone working;
- It is recognised that some workers are required to work alone for significant periods of time without direct supervision and in these situations, St James' RC Primary School will ensure that adequate support is provided.

Definition of lone working

Individuals are alone at work when they are on their own, they cannot be seen or heard by another worker, cannot expect a visit from another worker for some time and/or where assistance is not readily available when needed. Therefore, lone workers are those who work by themselves without close or direct supervision. This includes establishments where:

- Only one person works on the premises
- One person works separately from others
- One person works outside normal hours
- Carrying out work in someone's home other than their own
- Working in premises that are not leased or managed by St James' RC Primary School

Aims of the policy

The aim of the policy is to:

- Increase awareness of safety issues relating to lone working;
- Ensure that the risks of lone working are assessed regularly and that systems are put in place to minimise the risk as far as is practical;
- Ensure that appropriate training is available to staff and volunteers that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working and reduce the number of incidents/injuries relating to lone working.

Risk assessment

Risk assessments must be carried out for and by all individuals whose working practice makes them vulnerable and recommendations should be made to eliminate or reduce the risk as far as possible. Where individuals work alone in buildings or carry out home visits, managers should complete the relevant lone workers checklist.

Procedure

Individuals will receive information, instruction and supervision in respect of the hazards and risks associated with lone working. All individuals are to take relevant and sensible precautionary measures whilst lone working. If a member of staff feels that they are putting themselves at risk through lone working, they should discuss the situation with their Head Teacher. Further efforts by the Head Teacher shall be made to eliminate or reduce hazards starting with a process of reassessment of the task.

Risks of lone working

Risk assessments for site based lone workers must include:

- Safe entry and exit
- Location, eg remoteness,
- Risk of violence eg Safety of equipment for individual use

- Channels of communication in an emergency
- Site security
- Security arrangements ie alarm systems and response to personal alarms
- Level and adequacy of on/off site supervision

Risk assessments for mobile lone workers must include:

- Premises risk assessment where applicable
- Arrangements for home visits including consideration of alternatives
- Travelling between appointments
- Reporting and recording arrangements
- Communication and traceability
- Personal safety and security

Following completion of risk assessment, consideration must be given to any appropriate action that is required.

Peripatetic Music Staff

Whenever staff or volunteers work within the school, they should try to ensure that there are other members of the organisation within close proximity, who can be called upon in an emergency.

If a Music Teacher is meeting a pupil on their own, they should ensure the pupil does not sit between them and the door and that they have clear access to leave via the door. It is important that the class teacher knows when and where the lesson will be taking place.

Peripatetic staff must:-

- Make sure that the door is left open during teacher time in the house.
- Make sure the class teacher is aware that the child has been taken to the house/medical room for a music lesson and is also returned to class promptly.
- Music staff must ensure that they are taking children on a rota- moving children's lesson around during the day so that they are not missing the same lesson every week.
- Music staff must ensure that they are attending the school on the same day each week unless agreed with the Head Teacher or Deputy Head Teacher.
- Music staff must wear ID badges at all times.
- Music staff must sign in at the office and then sign out as they leave.
- If a member of staff has not arrived by the stated time, a phone call will be made to contact that member of staff

All members of music staff must be made aware of the office phone number.

General Support for Staff and Volunteers

All new staff and volunteers to St James' RC Primary School must receive an induction pack, including reference to the lone worker policy.

Staff and volunteers working for St James' RC Primary School should know that their safety comes first. They should be aware of how to deal with situations in which they feel at risk or unsafe. They should also be able to recognise how their own actions could influence or even trigger an aggressive response. Managers must therefore ensure that all lone workers' training needs are assessed and that they receive appropriate training.

Further Information

Further information on lone working can be found in the HSE publication "Working Alone".

<http://www.hse.gov.uk/pubns/indg73.pdf>