

Procedures for Lone Working including 'Off-Site' Visits

Principles

Working alone is not illegal but it can bring additional risks to a work activity. The School has developed policies and procedures to control risks and protect employees, and employees should be aware of and follow them. Apart from employees being sure that they are capable of doing the job on their own, the most important things to be certain of are that:

1. All staff need to have a clear understanding of and fully comply with the School's Health and Safety procedures.
2. All staff need to have a clear understanding of and fully comply with the School's 'Violence and Aggression towards Staff Policy' especially if there is a chance that they might expose themselves to risk when arranging meetings with particular individuals or when making visits to pupils' homes.
3. The lone worker has full knowledge of the hazards and risks to which he or she is being exposed.
4. A colleague or supervisor knows the whereabouts of a lone worker and what he or she is doing.
5. The lone worker knows what to do if something goes wrong.

Introduction to these policies and procedures should form part of the school's induction process for new staff.

Definitions

- Lone working on the school premises is defined as being the only person in a school block/building either Christ Church or Berryfield or its outlying buildings.
- Lone working away from the school premises occurs when a member of staff makes a visit to pupils' homes on school business.
- Staff may work alone, on school premises outside of normal school operating hours (Monday to Friday 7.15am to 8.00pm) only in exceptional circumstances and this should not be normal practice.

Teachers and Teaching Assistants and Support Staff:

If lone working on the school premises is unavoidable the following precautions **must** be taken:

- The member of staff must inform a member of SMT using school mobile-
- Any equipment being used must be assessed by the member of staff for lone working and hazards of injury and entrapment minimized.
- Lone working is permitted only if the person is competent and experienced in the performance of the task. NB Lone working is not permitted for NQTs without written or verbal permission from a member of the SMT for reasons of health and safety and personal well being.
- The lone worker should make sure they give an estimated time they expect to be on the premises and should they exceed this time they must inform their contact at 3 above. This contact will need to know when they have left so they must receive a call then as well.
- The lone worker must have some means of making contact with someone outside the school should they become trapped or suffer an injury. It is advisable that anyone intending on lone working carries a fully charged mobile telephone with them at all times and that they know who to contact should a problem arise.
- Staff need to understand how to disengage and reset the alarm system.
- It is alright to work alongside a colleague who is working in the same building, Berryfield/ Christ Church.

**CHRIST CHURCH CE (VC) PRIMARY SCHOOL
POLICY NUMBER: A1 HEALTH AND SAFETY POLICY
APPENDIX L: LONE WORKING PROCEDURES INCLUDING OFF SITE VISITS**

- Working with a colleague on the school premises is not deemed as lone working because colleagues are aware of each others presence. If this is the case then the staff need to leave the premises at the same time.

If lone working away from the school premises is unavoidable the following precautions **must** be taken:

- Lone working away from the school premises is only permitted during school operating hours, when there is a member of staff in the school office available to support the school's protocols as detailed below:
 - In the case of home visits where to children due to start in the Foundation Stage or other visits where the parents/carers are not known to the children, there must be two members of staff in attendance.
 - Prior to lone working away from the school premises the lone worker/s must inform the office of the address/es where they will be lone working and their schedule, if more than one visit is involved and must provide the school with a contact telephone number.
 - In exceptional circumstances, where the visit is being made by a single member of staff, on arrival at the location of lone working and before entering the premises, the lone worker must telephone the school office to inform them of their arrival, the expected duration of the visit and an agreed time after which contact must be made. They must then telephone the school office at the end of the visit to confirm that they have left.
 - If the lone worker has not telephoned the office by the agreed contact time, a member of staff at the school will telephone the lone worker and will take action to secure the safety of the lone worker if there is no response.
 - If any time staff feel in danger, they should terminate the visit, leave immediately and contact the school.
 - If, as a result of the visit, there are concerns over child welfare and safety, the designated safeguarding lead must be contacted.

Cleaners:

If lone working on the school premises is unavoidable the following precautions **must** be taken:

- The member of staff has informed the Operations Manager of their work pattern.
- Any equipment being used must be assessed for lone working and hazards of injury and entrapment minimized.
- Lone working is permitted only if the person is competent and experienced in the performance of the task after their induction.
- The lone worker should make sure they give an estimated time they expect to be on the premises and should they exceed this time they must inform the Operations Manager or another agreed contact. This contact will need to know when they have left so they must receive a call then as well.
- The lone worker must have some means of making contact with someone outside the school should they become trapped or suffer an injury. It is advisable that anyone intending on lone working carries a fully charged walkie talkie or a personal mobile phone with them at all times and that they know who to contact should a problem arise.
- Staff need to lock doors behind them and use key fob for entry

Caretaker:

- Holiday working must be to a pattern agreed prior to the holiday with either the Contracts Manager or SLT member.

**CHRIST CHURCH CE (VC) PRIMARY SCHOOL
POLICY NUMBER: A1 HEALTH AND SAFETY POLICY
APPENDIX L: LONE WORKING PROCEDURES INCLUDING OFF SITE VISITS**

- During the schedule of works meeting a discussion will be held around the use of equipment and whether additional supervision is necessary.

Informing staff:

- All new staff to the school will be informed of these procedures as part of their induction process.

| | |
|---------------|------------|
| Updated on: | 03/11/2017 |
| Renewal date: | 03/11/2018 |