

# SALMESTONE PRIMARY SCHOOL

## Lone Working Policy



Mr. Kendall

January 2016

Review every three years

## **SALMESTONE PRIMARY SCHOOL LONE WORKING POLICY**

### **INTRODUCTION**

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that 'It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees' and 'It shall be the duty of every employee while at work to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work; and as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with'.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

The definition of a lone worker is:

*'Lone workers are those who work by themselves without close or direct supervision'.*

### **Persons at Risk**

At Salmestone Primary School people at risk may include anyone who comes into school alone during closure times.

### **Hazards**

These may include:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment.
- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders.
- Working at heights, using ladders and lifting.
- Competency, ability and medical condition of the individual

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This is not an exhaustive list, individuals will be expected to report all situations to the Headteacher or health and safety representative which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

### Control Measures

All staff will:

- Not undertake work for which they are not trained/qualified.
- Take reasonable care of their own health and safety, e.g. use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Inform the Headteacher or health and safety representative of any relevant medical conditions.
- Inform the Headteacher or health and safety representative of any hazards or accidents encountered. All accidents should be reported on the Accident Form, copies of which are kept in the school office.

Salmestone Primary School will:

- Provide opportunities for meetings and support.
- Assess the risks of all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.

Where possible outside of normal working hours, staff should arrange to be in school with others. Keyholders are also advised to inform someone when they are attending an alarm call out and follow the protocol outlined below, if felt appropriate. Staff should inform the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours. Staff are provided with the Site Manager's/School Business Manager's mobile phone numbers.

### Emergency Services Information

1. Dial 999 and be ready to give the following information:
2. Telephone number: 01843 220949

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3. Address: Salmestone Primary School  
College Road  
Margate  
Kent  
CT9 4DB
4. Give the exact location in the school
5. Give your name
6. Give a brief description of the situation
7. Inform the emergency services of the best entrance to the area of the school

This policy will be every 3 years, or if a situation occurs which necessitates any amendment.

Adopted by Governors:

Signed:  \_\_\_\_\_ Chair of Governors

Date: 23/3/16