

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

## **Lone Working Policy**

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative or cleaning staff may be required, or choose, to work alone or in isolated situations. i.e. staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency. This, however, may introduce risks for a normally non-hazardous work activity.

This policy covers Lone Working during normal working practices.

### **1. What significant hazards are associated with the task / activity?**

**(e.g. Fire, electric shock, violence, fall from height, etc.):**

Slips, trips and falls

Fire

Violence and aggression

Electrical hazards

Chemical hazards

### **2. Persons at Risk**

Head Teacher, Teachers, Teaching Assistants, School Business Manager, Secretaries, Site Manager, Commercial Services Staff and Cleaners.

### **3. Recommended Control Measures**

#### **General**

Lone working may be necessary as working part of the school, however the amount of lone working should be kept to a minimum. The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Head teacher and/or Health and Safety Co-ordinator. Whenever possible it is recommended that staff work with a colleague.

#### **Current Hours Kept**

The Cleaners term time hours are every evening 3.00 – 7.00 pm and Sunday afternoon 3.00-4.00 pm

Head Teacher hours vary between 7.00am - 7.30pm

Teachers, admin and premises staff from 6.30am – 6.00pm approx and occasional weekends

#### **Working Environment**

General working environment and layout of the building and grounds are assessed for health and safety issues every term.

Site and classroom inspections are conducted termly.

#### **Access and Security**

Internal lighting is provided within classrooms and corridors  
The main entrance / exit door is adequately lit outside with security lighting

At the end of the day each member of staff is responsible for closing windows and doors in their area, including gates and play stores, adjacent corridors and cupboards. The last member of staff to leave visually confirms all windows and doors are secure. They then set the alarm and lock the school front door on leaving. The last person to leave closes the school gates.

### **Welfare**

Suitable heating and lighting is provided within the school, staff room facilities are provided, staff can gain access to toilets and drinking water at all times. A phone is available in both upper and lower buildings and staff are encouraged to keep their mobile on their person when working alone.

### **Security**

The front door to the school is secured and / or monitored during core times.

All visitors and staff are required to sign in at reception. Visitors and staff are also required to sign out when leaving.

The external lights have time switches and motion sensors for maximum cover.

### **Lone Working Tasks**

- Teacher – classroom duties
- Head Teacher, admin staff – mainly paperwork
- Cleaners, premises staff – security of the building, cleaning duties

### **Communication and supervision**

A phone line is available within the school. A cordless handset is available in the SENCO room. Staff are encouraged to keep their mobile on their person while working alone.

## **4.0 Other Controls**

All staff are informed about taking adequate precautions if they are alone in the school.

They should:

- Secure main door to upper / lower building during lone working
- not enter the school premises if there are signs of intruders but are advised to call the police immediately
- have their mobile phone switched on and with them at all times
- keep the school entrance door locked and not open to callers unless they have been identified Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- inform a member of their family or a friend that they are working alone and of the time they expect to leave.
- Staff are to inform either the Head Teacher or the School Business Manager via WhatsApp/text that they are on site alone.
- NOT climb to put up displays etc
- NOT attempt to lift heavy objects
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

## **5.0 Emergency Procedures**

- All staff are aware of the school evacuation plan.
- COSHH data sheets are available for all substances used and stored within the school.

**4. Severity of Outcome (tick as appropriate)**

Slightly Harmful/ minor injury or illness	<input checked="" type="checkbox"/>	Harmful injury or illness incurring time loss for subjects		Serious injury or illness		Life threatening or fatal injury or illness	
PROBABILITY OF HARM (tick as appropriate)							
Unlikely Improbable	<input checked="" type="checkbox"/>	Likely		Highly Probable		Certain	
FINAL ASSESSMENT OF RISK (refer to risk estimator table)							
Low	<input checked="" type="checkbox"/>	Medium		High		Very High	

**5. Action Required**

Staff to be reminded of the importance of switching off appropriate electrical items, shutting external doors to classrooms and hall, and restricting public access to the building.

Ensure visitors are reminded to sign out when leaving

Lone Working tasks to be regularly reviewed to assess the risk and to confirm that these tasks must be conducted at this time of the day.

Details of the school's lone working procedure will be discussed as part of the induction procedure for new staff and details are included in the Staff Handbook

Where appropriate COSHH assessments to be conducted.

Ensure the findings and controls of this risk assessment are effectively communicated /discussed.

Action to be taken by Mrs Elizabeth Wombwell / Mrs Maxine Voutilainen

**6. Arrangements for Occupational Health Monitoring (where appropriate)**

The school participates in the Surrey Occupational Health Service should the need for monitoring arise. A separate Risk Assessment is drawn up for every new activity, and all risk assessments are available in the school office.

**7. Have findings of Assessment been communicated to Staff**

Yes

**8. Monitoring and evaluating the policy**

This policy will be monitored by the Governors and reviewed by the staff as part of the School's monitoring cycle.