

# Viking Academy Trust



## Lone Working Policy Upton Junior School

The VIKING ACADEMY TRUST 'Lone Working' has been written following DfE /Health & Safety guidance.

**Approved by the Trust: Term 3 2017**

**Reviewed annually: Term 3**

**Last review date: N/A**

**Signed:**

**Chair of Trust**

# Lone Working Policy

## The Viking Academy Trust

### Schools in the Viking Academy Trust (VAT)

We start 2016-17 academic year with three schools in the Viking Academy Trust.

These are:

Chilton Primary School  
Ramsgate Free School  
Upton Junior School

This Lone Working Policy is specific to Upton Junior School.

#### 1. General Statement

The Viking Academy Trust recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the Head of the individual academy.

#### 2. Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours (These are deemed to be from between 06.30 and 18.00, Monday to Friday, with flexible times for boiler checks and site inspections at weekends).

#### 3. Legal Position

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act which requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations.

#### 4. Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

**Risk of violence** - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.

**Plant and equipment** - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.

**Work at height** - Working at height will not be undertaken when working alone.

**Chemicals** - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone. The worker - The medical fitness of workers working alone will be assessed.

**Access and egress** - Some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

## 5. Control Measures

In order to manage the risks identified, we have introduced the following control measures:

### **Risk of violence:**

- Staff are required to lock themselves in the buildings when lone working.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during trust occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

- All staff are required to give 24 hours notice to the Head before lone working, either after hours or through holiday periods. The trust will be locked during these periods.
- Staff attending first alarm activations will attend alone however if there is a second activation prior to responding at the building from the first one, police are automatically informed and will be present. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the trust. If there is sign of an entry police support must be gained before the Trust.

**Communication: Staff are advised to:**

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site using electronic entry system
- Carry a mobile phone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

**First aid:**

For those working on our premises, first aid kits can be found in our designated first aid room, staff room and the school office.

**Emergency procedures:**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school land line phone to contact the Head/Deputy Headteacher/Member of Site Team. Please ensure that you have contact numbers (see school staff emergency telephone tree).

**Access and egress:**

Staff are required to consider weather conditions before coming into and while at work.

## **6. Unacceptable Lone Working**

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

## **7. Training**

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

## **8. Line Managers**

It is the responsibility of the Head, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone.

If the nature of the tasks change in any way, he/she must ensure that a new risk assessment is carried out.

They also need to ensure that any lone worker follows good working practices and safe systems of work.

## **9. Lone Worker Duties**

All lone workers are expected to cooperate fully with instructions given by the Head. They are also expected to follow the Viking Academy Trust's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence.