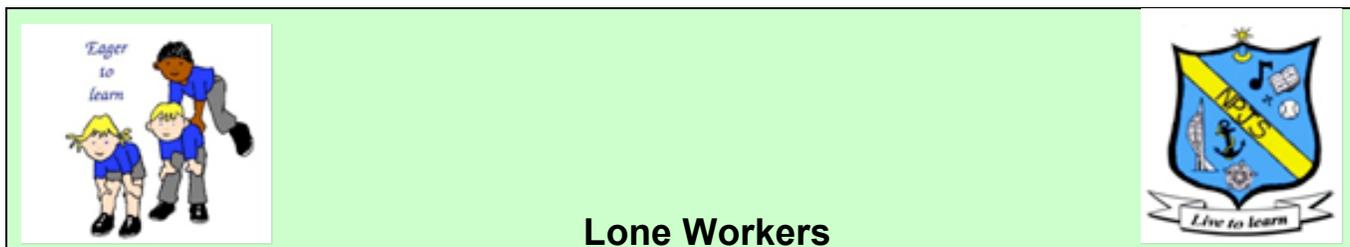


## Northern Parade Schools – Lone Workers



Date	Review Date	Coordinator	Nominated Governor
<b>May 2017</b>	<b>May 2021</b>	<b>Site manager</b>	<b>Chair of Resources</b>

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Personal Protective Equipment at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Confined Spaces Regulations 1997
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Work at Height Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Working Alone: Health and Safety Guidance on the Risks of Lone Working (HSE)

We have a duty of care for all school personnel under the Health and Safety and Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to make suitable risk assessments of work activities including the risks of school personnel working alone.

We believe lone working is any activity that requires an employee working on their own or without close or direct supervision. Lone working may occur during home tuition / home visits, in the evening, at the weekend or during the holiday and may be dangerous due to acts of aggression or violence by others, allegations of abuse from pupils or their families, hazards in the workplace or the lack of help should an accident or illness occur.

## **Northern Parade Schools – Lone Workers**

We recommend that staff should only work alone on the school premises if it is absolutely necessary. Under no circumstances will a member of staff work alone if they have a medical condition.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### **Aims**

- To have in place risk assessments and safety procedures for lone workers.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety and to undertake risk assessments on lone working;
- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring all policies are made available to parents;

#### **Role of the Executive Headteacher**

The Executive Headteacher will:

- ensure all school personnel are aware of and comply with this policy;
- make suitable risk assessments of work activities including the risks of school personnel working alone;
- set clear safe system procedures for all school personnel when working alone;
- encourage school personnel not to work alone but with a colleague(s);
- ensure school personnel with medical conditions do not work alone;
- provide leadership and vision in respect of equality;

#### **Role of the Health and Safety Coordinator**

The coordinator will:

- lead the development of this policy throughout the school;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;

When carrying out risk assessments the coordinator will consider the following:

- the location of the workplace
- lines of communication
- the possibility of violence or aggression from others

### **Northern Parade Schools – Lone Workers**

- the risks of the work being done
- the health and fitness of the lone worker/s
- the need for training and instruction
- supervision of the lone worker/s
- dealing with unexpected illness, accidents or emergencies

The following control measures must be considered:

- instruction, training and supervision
- communication
- security
- accident prevention
- first aid
- access to buildings
- personal assault
- medical fitness

### **Role of School Personnel**

School personnel will:

- comply with all the afore mentioned aspects of this policy;
- carry out their duties in accordance with the Safety Policy;
- take reasonable care of themselves and others whilst at work;
- recognise the hazards and risks involved by working alone by:
  - following the safe working procedures such as first aid, communication procedures and emergency procedures;
  - complying with the safe working procedures;
  - reporting any concerns they have
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;

### **Safe System Procedures**

All school personnel are asked to follow the safe system for lone workers:

- To inform the school office when they will be working alone on site or when visiting a pupil's home;
- To inform someone close to them where they are and when they will be home.
- To inform someone if they are attending an emergency call out.
- To avoid situations that put themselves at risk.
- To avoid meeting anyone alone if there is a possibility of aggression or violence.
- To have the school phone, school mobile or personal mobile with them.
- To have a list of contact telephone numbers in case of an emergency.
- To ensure the main door is locked.
- To have a torch with them in a case of a power cut.
- To park in a well lit area close to the main door.
- To have a first aid kit at hand.
- To be trained in first aid.
- To be trained in fire fighting procedures.
- To ensure that the work they are doing does not involve working at height and lifting heavy goods.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
  - Health and Safety
  - Risk Assessment
  - Safety Procedures
  - School Security
  - Personal Security
  - Medical and First Aid
  - Accidents and Emergencies
  - Working at Height
  - Fire Safety
  - Intruders

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Linked Policies – on school web-site

- Accidents and Emergencies
- Dealing with Allegations of Abuse
- Fire Safety
- Health and Safety
- Home Visits
- Medical and First Aid
- Risk Assessment
- Safeguarding and Child Protection
- School Security
- Working at Height
- Workplace Environment

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	