

THE HARVEY GRAMMAR SCHOOL



Lone Working Policy

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Safeguarding Statement

At The Harvey Grammar School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at The Harvey Grammar School. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Introduction

The Harvey Grammar School and its Governing Body have a legal duty to ensure the health, safety and welfare of its staff while they are at work. At any given time there are numbers of staff who are working alone, whether as a substantial part of their working life or on an occasional basis. The Governing Body have a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and staff have responsibilities to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

Purpose

The aim of this policy is to outline the Governing Body's responsibilities towards staff working alone by:

- Defining what 'lone working' is
- Taking action to reduce risk to lone workers
- Ensuring that all staff are aware of their responsibility to use necessary guidance to assist lone workers

Scope

This policy applies to all staff, including temporary workers and those employed on a casual basis. It should be read in conjunction with the Health and Safety Policy.

Definition

The Health and Safety Executive (HSE) defines lone workers as those 'who work by themselves without close or direct supervision'. They may include:

- People working separately from others in a building
- People who work outside 'normal' hours
- People who work away from their fixed base without colleagues, e.g. visiting people in their homes
- People who work at home

The definition can cover staff in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures. This policy will refer to high risk and low risk activities.

Some staff members may spend most of their working lives with others but find themselves working alone occasionally, for example, when working late. Others will work alone on a daily basis. This policy will refer to frequent lone workers and occasional lone workers.

Potential Hazards of Lone Working

People who work alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid

- Violence or the threat of violence
- Fire
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment
- Lack of a safe way in or out of a building (e.g. danger of being accidentally locked in)

The perception of these hazards or the actual risks may be different for different people. For example the inexperience or your works may underestimate the risks of an activity; some workers may feel particularly vulnerable to violence away from the workplace or after dark; or a medical condition may make it unsafe for an individual to work alone.

The school must consider these factors when doing risk assessments. If there are lone workers within an area the manager must take appropriate steps to reduce the risk, particularly for frequent lone workers or lone workers engaged in high-risk activities. They should consider:

- Does the workplace present any special risk to a lone worker?
- Can all the equipment, substances and goods used on the premises be safely handled by one person? Is any manual handling involved safe for a single person?
- Is there a risk of violence or the threat of violence? Is the nature of a visit or the person being visited likely to increase the risk? Will the staff member be alone in a dark or remote location?

Home Visits

A list of home visits is kept securely with the School Business Manager (SBM). This record includes details of the following:

- The address the lone worker is visiting
- Details of the persons whom they are visiting
- A known contact number for the lone worker and the persons they are visiting
- How long the lone worker expects to be at the location

Once in place, appointment arrangements should be adhered to. The lone worker will notify the SBM of any changes to their schedule.

Visits deemed high risk, e.g. where there is a history of violence or the location is high risk, will only be undertaken if absolutely necessary. In these cases, the lone worker may request a meeting in a more suitable location or to be accompanied by another member of staff. A Home Visit Risk Assessment will be undertaken where necessary.

During a home visit, the lone worker will:

- Carry an ID badge and be prepared to identify themselves.
- Carry out a '10 second risk assessment' when they first arrive at the location. If they feel in danger, they should have an appropriate reason to not enter the house and arrange an alternative appointment.
- Be aware of any animals in the house and ask for them to be secured in a separate room.
- Ensure that they shut the door behind them and make themselves familiar with the door lock, in case an emergency exit is required.
- Not position themselves in the corner of a room or in a situation where it is difficult to escape.
- Remain calm and focussed at all times, and keep their possessions close to them.

Risk Assessments

A lone working risk assessment is in place for Caretakers and Cleaners. A risk assessment for any further staff who wish to work alone should be completed as required.

Measures to Reduce the Risk of Lone Working

Supervision

Lone workers are by definition not under constant supervision. However, line-managers can ensure that staff understand the risks associated with their work and the relevant safety precautions. They can put into place arrangements for the individual to contact a line-manager if they need additional guidance. Occasional site visits may be appropriate, particularly if there are high-risk activities. Staff new to a job or undergoing training may need to be accompanied initially. Regular contact by phone or radio may be appropriate. The Site Manager (person in charge of Health and Safety) should assess what level of supervision is required.

Checking System

All out of hours lone working staff should establish their own checking in and out system with either family, friends, or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (eg Line Manager's) to call if the lone worker fails to return home at the expected time.

Reporting Back

A system should be in place to ensure that a lone worker returns to their base or their home at the completion of a task away from the normal workplace. For high risk or frequent lone workers the Site Manager may stipulate that the staff member must inform him/her of their whereabouts and the expected duration of the visit so that if the staff member has not reported in or cancelled the call by the expected hour, a call will automatically be triggered to check the staff member is safe.

For occasional lone workers or low risk lone workers, they should inform a colleague where they are going and when they are expected back; arranging to ring the office at the conclusion of the visit or call; issuing a mobile phone number to allow a contact call to be made if the staff member's return is overdue. Use of diary systems or notice boards to indicate whereabouts can form part of this system. All staff involved share a responsibility to maintain such informal systems for safe lone working.

The school should also consider staff who meet with visitors on a one to one basis on the school premises. Whilst they are not alone in the building, they may be alone with the visitor in a place where other colleagues cannot see them. The school should consider systems for ensuring that they have emerged safely from such a meeting and systems for raising an alarm if necessary.

Accidents and Emergencies

Lone workers should be capable of responding correctly to emergencies. This should include being made aware of special arrangements for out of hours incidents. First aid may be available from school staff, or it may be prudent for an individual frequently working away from the base to carry a basic first aid kit if there is a foreseeable risk of injury. It is also necessary for staff working alone in a building or part of a building to let the Director of School Support know they are there, so they can be accounted for in case of fire.

Medical Conditions

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Tasks Not Suitable for Lone Working

Risk assessment will identify the hazards of work. When a risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place, or the work reassigned to another member of staff or done in hours when they are not alone. For example a staff member who arrives before other colleagues may be instructed not to attempt heavy manual lifting until another colleague arrives to assist.

Staff should not work 1-1 with pupils outside of school hours. If numbers in a group session drop to 1-1 then the session should be terminated and arranged at another time.

Intruder

Staff should not enter the school premises if there are signs of intruders but are advised to immediately contact the police.

Violence at Work

Staff who undertake home visits must use a system to reduce the risk of violence by not visiting alone or meeting in another location. The risk of violence may not be directly related to a particular property. It may be associated with the environmental issues like working alone outside after dark, or a situation may arise where there was no previous history of incidents. Staff likely to be lone workers in such situations should be trained in dealing with difficult people, in ways to recognise a risk and in behaviour which may reduce the risk (up to and including terminating the visit). All incidents of violence must be reported.

Pupils Lone Working

The teacher in charge of the lone worker should ensure that the pupil understands the risks associated with lone working and the relevant safety precautions. The teacher should ensure that they check on the lone worker at least every hour and more frequently if necessary. Pupils should be informed that if the fire alarm sounds they should leave the building by the nearest fire exit and not return to the teacher.

Pupil Lone Working Guidance is given to Sixth Form pupils prior to carrying out independent fieldwork expected as part of an examination syllabus outside of school hours (Appendix 1).

Conclusion

Establishing safe working for lone workers is no different from organising the safety of other staff, but the risk assessment must take account of any extra risk factors. The school must ensure that they have not only introduced measures to reduce any risk but must also ensure that they have communicated their expectations to lone workers and trained them appropriately. All staff, including lone workers, are responsible for following safe systems of work and all staff can take simple steps to reduce the risks associated with their normal working life.

Pupil Lone Working Guidance – Working Offsite Without Staff Supervision

At times pupils will work alone on tasks outside of school and it is important that pupils and parents assess the risks and take steps to avoid or control these where necessary, as responsibility for safety and welfare when undertaking such activities out of school hours lies with parents and pupils.

The Health and Safety Executive (HSE) defines lone workers as those ‘who work by themselves without close or direct supervision’.

Potential hazards of lone working:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid
- Violence or the threat of violence
- Fire
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment
- Lack of a safe way in or out of a building (e.g. danger of being accidentally locked in)

Pupils should understand the risks associated with lone working and the relevant safety precautions.

Consideration should be given to the following:

- Does the work area present any special risk to a lone worker?
- Can all the equipment, substances and goods used be safely handled by one person? Is any manual handling involved safe for a single person?
- Is there a risk of violence or the threat of violence?
- Will the pupil be alone in a dark or remote location?

Measures to Reduce the Risk of Lone Working

Checking System

- The school recommends that parents check on the pupil at least every hour and more frequently if necessary, either by phone or in person.
- All pupils should establish their own checking in and out system with either family or friends and should agree an expected time to return home.
- Upon arrival at the location the pupil should phone the designated contact to inform them they have arrived safely and that the phone is working. Contact should be maintained at specified time intervals.
- Suitable response procedures should be decided upon in the event of contact times being missed and such procedures and arrangements must be in place and familiar to relevant participants before the fieldwork begins.

Accidents and Emergencies

- Pupils should be capable of responding correctly to emergencies. It may be necessary to take a basic first aid kit in case of injury.

Medical conditions

- Pupils should not work alone if they have medical conditions that might cause incapacity or unconsciousness but should make arrangements for somebody to accompany them.

Violence

- Environmental issues like working alone outside after dark may increase the risk of violence and should be avoided.

Personal Safety When Working Off Site

- Reduce the number of valuables carried and avoid wearing expensive jewellery or watches.
- Carry a personal alarm or other device to attract attention in an emergency.
- If possible small change should be carried for emergency calls – even if mobile phones are available as they may not always work.
- Dress for safety on visits, wear flat shoes, do not stand out as it may attract attention unless this is deemed appropriate
- Mobile phones should be small enough to fit into pockets or kept out of sight.
- If an item is grabbed – let go!
- Avoid going by foot if feeling vulnerable. Use convenient public transport, private car or a reputable taxi firm.
- Plan the route in advance and always take a map, including method of transport.
- If in dark areas carry a torch.
- Always carry identification with contact details in case of emergency

If pupils are concerned about a visit in advance then, if possible, they should arrange to be accompanied.

There are specific situations in which lone working is highly inadvisable and pupils should be accompanied (e.g. work on or near to bodies of water).

As well as the danger of personal injury, the possibility of exhaustion or hypothermia should be considered.