



Staploe Education Trust

Lone Working Policy & Procedure

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Approved by:	Infrastructure Committee
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Staploe Education Trust is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds and caretaking/cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity. Whenever possible it is recommended that staff work with a colleague.

Categories of Lone Workers

Within a school a lone worker will most probably fall within one of the following categories:

- Staff that are required to work alone for all or most of the time, such as cleaning staff working in the evening or early mornings.
- Staff staying on to finish work after others have left, or those who regularly work late or start early, before anyone else gets into the building
- Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone has gone home.

Definition of Lone Working

Where 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.

Risk Assessment

A risk assessment will need to be carried out for Lone Working at each individual school.

Controls

Staff should seek the permission of the Headteacher to work alone in the building outside normal hours. The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.

The lone worker should notify someone of their intended time at work and their intended time of return.

All 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 (Line Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time. This should be done in agreement with the staff member whose telephone number is being given out. A lone worker should at all-times have access to a mobile phone or school landline.

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

Staff should activate the door security system when lone working and ensure that areas of the school not in use are kept secure.

Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

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

Only agreed tasks are to be undertaken avoiding high risk activities, i.e. working at height.

Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher and/or Facilities Manager.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures'.

Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other's informed about their movements. A radio for use on site must be carried at all times.

Lone workers should not undertake activities that have been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

Key Holders:

Key holders may need to attend premises outside of normal business hours. This may be to carry out normal work activities or following the activation of an intruder alarm or because of some other emergency that might have occurred.

Key holders information is registered with the schools monitoring/alarm system.

Good practice dictates that at least three key holders should be appointed in order to cover holidays and sickness etc.

Please see Appendix 1 for intruder alarm activation procedures.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher and/or Facilities Manager. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of the Headteacher and/or Facilities Manager any aspect of work related risks.

The Facilities Manager and/or Health and Safety Advisory Body Member will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Appendix 1

Alarm Activation procedures

On receiving a telephone call notifying of intruder alarm activation establish the identity of the person making the call i.e. Alarm system company.

Arrange with either a member of your family or other responsible person to call the Police to the premises if they have not heard to say that all is well. This call should be made between 30 to 45 minutes after the estimate time of arrival.

What to take:

- Identification of who you are, for example an employee badge. This helps if Police do attend the scene or are later called to the scene.
- A torch of a reasonable size and power
- Your mobile phone

On arrival at the premises

If the Police are in attendance make sure they have checked all sides of the building. Then enter with the Police and check all areas.

If the Police are not in attendance walk slowly round as much of the premises as possible checking for forced entry e.g. broken glass, prised doors, windows etc. including the roof and walls. Evidence of flash lights being used or other lights left on within the building; noise from within the building or outside; suspicious/unfamiliar vehicles parked in the immediate area. If in any doubt leave the site and call the Police by dialling 999.

If all appears to be quiet, enter and check premises. Switch on appropriate lights and proceed to re-set the alarm. If there are signs of a break in leave at once and call the Police as above.

If in doubt leave the site immediately, even if you have the use of a mobile phone. Arrange to meet the Police nearby. This is for your own safety.

On entering the premises:

Carefully note all information displayed on the alarm controls. Take no action at the control panel beyond un-setting the protected areas.

Check that the telephones are in working order. If the telephones do not work, it is likely that the lines have been cut by intruders who have, or who may try again, to attack the school. If the Police are in attendance they should be made aware of the telephones not working.

If alone and, at any point, it is suspected there has been a break-in, then leave the premises and call the Police.

If there has been a break-in, re-enter the premises and check carefully with the police and following their instructions. Please note that a crime reference number will be required for insurance purposes.

After checking the premises:

Notify the member of family or other responsible person, who is expecting to be contacted, to let them know that all is in order. Consider arranging to make further calls if appropriate.

Arrange for any emergency repairs to be made so the premises can be secured.

If there is no apparent break-in, secure the premises and set the alarm system.

If the reason for the alarm activation cannot be identified it may be necessary to arrange with the Facilities Manager the following day to contact the alarm company to check the system for faults.

Complete an alarm monitoring form the following day with full details of the problem.



Name		Department	
Role		Line Manager	

Declaration

I have received and read a copy of the:

- Lone Working Policy & Procedure

I understand the contents and agree to work to the guidance and standards contained in it. I understand that failure to comply with the guidance may result in serious disciplinary or legal action.

Signed		Date	
<p>The original copy of this sheet will be filed in the staff member's file and please take a copy for your own records</p>			