The Priory Primary school

Lone Working Policy

Policy Statement

Where applicable any jobs, tasks or environments which require staff to work alone, both the individual staff member and managers have a duty to assess and reduce the risks which can occur when working alone.

Purpose

This policy is designed to ensure that staff and other users of the building are alerted to the risks that are associated and presented by lone working, to identify the responsibilities each person has in this situation and to describe procedures and guidelines that will minimise such risks.

Persons covered by this policy

This policy applies to all staff who may be working alone, at any time, in any of the situations described below in the definition section.

Context

Lone workers face the same risks as anyone else, as well as those directly related to their work. Support for lone workers is an essential part, and the same principles can be applied. In particular the following:

- A commitment to supporting staff and managers both in establishing and maintaining safe working practices
- Recognising and reducing risks
- A commitment to the provision of appropriate support for staff so that they can obtain a clear understanding of responsibilities
- The priority placed on the safety of the individual and a commitment to providing the correct and relevant training for staff
- Any equipment such as mobile phones, personal alarms and torches will be made available as appropriate
Mandatory Procedures

Below is a list of our procedures which must be adhered to and followed at all times if working alone:

Personal safety:

- Staff must not assume that having a mobile phone and a back-up plan is a sufficient safeguard in itself. The first priority is to plan for a reduction of risk.
- Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances in conjunction with other school policies.
- Before working alone, an assessment of the risks should be made in conjunction with their line manager.
- Staff must inform their line manager or other identified person when they will be working alone, they must give accurate details of their location, what the task is that will be carried out, what equipment will be needed, what equipment will need to be provided by the line manager and/or school, an estimate of how long it will take to complete the task in hand.
- There must be a system in place to inform the line manager or appropriate person that the task has been completed and if any issues arose from the work.
- The line manager or appropriate person must be informed if the member of staff intends to go straight home or off site, or whether they intend to stay on site after the work has been carried out.
- The school must ensure that there is a system in place for signing in and out and that staff use it.
- The line manager or appropriate member of staff must be informed if they deviate from the agreed work and plan.
- If a member of staff does not report in as expected, there should be an agreed plan put into place, this must include checking on the individual, checking on the situation and then to respond as appropriate.
- Arrangements for contacts and response should be tailored to the needs and nature of the team and building, issues to take into account should include: Staffing levels and availability, the identified risks, measures in place to reduce those risks, equipment available to staff and building.
- Where staff work alone for extended periods and on a regular basis, managers must make provision for regular contact, both to monitor the situation and to counter the effects of lone working.
- Staff working alone may be provided with the school mobile phone, the school office will be responsible for making sure that the phone is charged and in credit. This is in conjunction with the school's mobile phone policy.
Assessment of risk

- When drawing up and recording an assessment of risk, the following issues should be considered, as appropriate to the circumstances:
  
  The environment: Location, security and access
  The context: Nature of the task, are there any special circumstances
  The individuals concerned: Indicators of potential or actual risk history

- All available information should be taken into account and checked or updated as and when necessary
- Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task
- While resource implications cannot be ignored, safety must be the number one concern

Planning

- Staff should be fully briefed in relation to risk as well as the task itself
- Communication, checking in and fall back arrangements must be in place
- The line manager is responsible for agreeing and facilitating these arrangements, which should be tailored to the operating conditions affecting the person carrying out the work

Reporting

- Should an incident occur, the reporting and de-briefing should follow standard school guidance, which can be found in the school office
- The identified person should debrief in the first instance; if this is not the staff members line manager, that manager should be informed as soon as possible and continue the process

Lone worker devices

- It is the line managers duty to ensure that whoever is carrying out the work is supplied with the correct devices needed to complete the work if appropriate
- The line manager should ensure that the lone worker has received adequate training in how to use the device and ensure that the person using the device is aware of how the device operates
- The line manager should make sure that the person in question is competent in the use of devices
• The school are responsible for keeping the devices in good working order, reporting any problems with devices and for ensuring that device batteries are fully charged before use

**Review:**

This policy will be reviewed in September 2019.