

# Springbank Academy



## Character Education Values

Courtesy-Forgiveness-Determination-Self-Discipline-Gratitude-Honesty

Our whole school vision is:

Springbank Academy is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

In all we do we remember our school motto:

**Caring-Happy-Healthy-Sporty-Scientific**

School Values

Sportsmanship-Tolerance- Appreciation- Respect-Friendship-Integrity-Sensitivity-Helpfulness

## Lone Working Policy

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Link Governor: Caroline Cantwell

Springbank Academy is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

Springbank = success for all

There is a key that unlocks every child's learning, our job is to find that key.

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank Academy Policy.

## Lone Working Policy

### **Introduction**

Springbank Academy 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 managing them adequately. Any questions regarding its operation should be addressed to the Head teacher.

Lone working is not covered by any specific legislation, but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply. This legislation states that "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees" and "it shall be the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by his/her acts or omissions at work; and as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with".

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours. Lone working differs from situations where people work unaccompanied, with a means of communication available, however in certain situations where individuals work unaccompanied, it may be necessary to adopt a similar approach to lone working in order to control the risks to the unaccompanied worker. Examples of factors that may need to be taken into account are given below.

### **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 without direct supervision. 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 after 18.00, Monday to Friday during full term.

At school, people at risk may include anyone who comes into school alone during closure times and particularly the premises staff. It also includes finance officers or the officer supervisor when taking cash to be banked.

### **3. Procedures**

The Head teacher is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring lone or unaccompanied working, within their area of responsibility and that any remedial action identified is implemented. Such procedures must also ensure that all necessary personnel are fully aware of any precautions or specific methods of work to be followed, including action to be taken in the event of an emergency.

Lone working must only be carried out following authorisation of the Head teacher.

Provided such requirements can be met, lone working may be deemed to have been authorised and it is the responsibility of the individuals concerned to ensure all necessary precautions or work methods are adhered to at all times. Any person who becomes aware of circumstances involving lone working, where existing control measures may not be fully effective, must inform the Head teacher, or the Safeguarding Governor.

Our risk assessments, carried out by Adam Lumley the RA officer, 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 must **not** be undertaken when working alone under **any** circumstances. It may be considered a disciplinary offence by the Head teacher and governors if this is not adhered to.
- **Chemicals** - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone. The risk assessment will be carried out by the premises team.
- **Access and egress** - Some lone working may require access to locations that are difficult to access or exit. Assessments by the Head teacher and RA officer will consider whether these tasks are suitable to be carried out by one person.

#### 4. Examples

Examples of factors that will be taken into account when authorising lone or unaccompanied working include:

- The nature of the tasks involved;
- The nature of any substances involved;
- The nature of any tools or equipment involved;
- Means available for raising an alarm in the event of an emergency;
- Any known medical conditions of persons involved;
- The level of knowledge, qualifications and experience of any persons involved;
- The vicinity involved;
- The time of day involved;
- The means available for periodically checking the well-being of any persons involved;
- The secure locking of outside doors at night.

This is not an exhaustive list and individuals will be expected to report all situations to the Head teacher or RA officer which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary.

Through the risk assessment process, existing control measures will be assessed for their effectiveness.

B30 of the Health and Safety manual contains the detailed Risk Assessment used in school.

## **5. Control Measures**

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

### **General:**

#### **If lone working staff must:**

- Have pre-authorised the activity with the Head teacher.
- Not undertake work for which they are not trained/qualified.
- Take reasonable care of their own health and safety.
- Not do anything to put themselves in danger.
- Know, and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances.
- Never cut corners, rush work and take note of any work plan/toolbox talk.
- Always follow reasonable work targets.
- Stop for regular breaks and, if possible, change activity.
- Inform the Head teacher of any relevant medical conditions.
- Inform the Head teacher or premises team, of a hazard on the form located in the leadership office.
- Report all accidents to Mr. Lumley who will input the information on to the well worker site, including near misses.

#### **Risk of violence:**

- Staff are required to lock themselves in the buildings when lone working whilst taking due regard to fire exits.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed 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.
- Alarm activations out of hours do not present a risk as these are covered by the premises team.

#### **Communication: Staff are advised to:**

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Carry either a mobile phone or be near the school telephone at all times when lone working.
- Let someone know you are in 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 the School Admin Office, all classrooms, the Early Years Unit and the First aid room at the back of the Admin Office.

**Emergency procedures:**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the Head teacher or the staff member's line manager or the emergency services.

**6. Training**

Lone workers will be trained in safe working practices by the risk assessment officer.

**7. Lone Worker Duties**

All lone workers are expected to cooperate fully with instructions given by the Head teacher.

They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence.

**9. Monitoring and evaluating the policy**

This policy will be monitored by the Governors in October on our annual renewal cycle.