



## **The Isaac Newton Primary School Lone Working Policy**

### **Legal Framework**

This policy has due regard to legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999.

### **Definitions**

For the purpose of this policy, 'lone working' refers to situations where staff or contractors, in the course of their duties, work alone either on or off the school premises and are physically isolated from colleagues, possibly without immediate access to assistance.

Due to the possibility of buildings creating isolated areas, it is possible for a staff member to be 'lone working' with other staff members in the building.

### **Aims of the policy**

This policy aims to:

- Increase staff awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce that risk so far as is reasonably practicable;
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on staying safe when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working;
- Reduce the number of incidents and injuries to staff related to lone working.

### **Roles and responsibilities**

The headteacher responsible for:

- Ensuring that there are arrangements for identifying, evaluating, and managing the risks associated with lone working;

- Providing resources for putting the policy into practice;
- Ensuring that there are arrangements for monitoring incidents linked to lone working;
- Reviewing this policy on an annual basis.

Line managers are responsible for:

- Ensuring that all staff are aware of this policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees;
- Identifying situations where staff work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own;
- Ensuring that the relevant risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with lone working;
- Ensuring that staff identified as lone workers are given appropriate information, instruction and training that is updated as necessary;
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident;
- Providing lone workers with personal safety equipment, e.g. a mobile phone, where necessary.

Lone workers are responsible for:

- Taking reasonable care of themselves and others affected by their working;
- Following the school's policies and procedures for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for advice as appropriate;
- Taking part in training related to lone working as required;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone;
- Seeking the permission of the headteacher before working alone.

### **Authorisation**

Staff members outside of the Site Manager and the Leadership Team will request authorisation from the headteacher to undertake lone working.

Subject to the completion of a risk assessment, the lone working will be authorised.

### **Procedures for lone workers**

All lone workers should have a mobile phone with them (or be provided with one) and other personal safety equipment where necessary.

Lone workers will ensure they have any of their provided personal safety equipment with them prior to lone working and that the equipment is working.

Lone workers will avoid organising meetings where they will be alone on site with an individual or group. Where this is unavoidable, the lone worker will obtain prior approval from their line manager who will make any arrangements to ensure the staff member's safety. Any appointments of this nature will be recorded.

If a staff member is required to work alone with a child or vulnerable adult, they will follow the procedures outlined in the Child Protection and Safeguarding Policy.

Lone workers will have access to adequate first aid facilities and mobile workers will carry a first aid kit suitable for treating minor injuries.

Under no circumstances should a lone worker compromise their personal safety. If a lone worker feels in danger, they will remove themselves from the situation immediately.

Where there is a genuine concern about the whereabouts or safety of a lone worker, the headteacher will use the information held on record to try and ascertain the whereabouts of the worker. If contact cannot be made, the headteacher will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

### **Home visits**

All home visits are recorded on CPOMS by at least one member of staff undertaking the visit. All home visits are undertaken by at least two members of staff. In the very rare occasion this is not possible a home visit must be authorised by the Headteacher and a record made prior to the visit. 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 headteacher 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 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.

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 a reason ready 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.

### **Safeguarding**

Where a lone worker is required to work with pupils, physical intervention will only ever be used as a last resort and will be conducted in line with the Positive Handling Policy.

When a lone worker is required to conduct one-to-one sessions with pupils, the following guidelines will be adhered to:

- Staff will be aware of any specific needs of the children they work one to one with (SEND and/or Medical);
- Full and ongoing training regarding child protection, physical restraint and the use of reasonable force will be provided to the worker;
- Meetings or sessions will never be held in remote or secluded areas;
- At least one other member of staff will be informed of when and where a one-to-one session is taking place;
- The lone worker will not use 'engaged' or equivalent signs on rooms used for one-to-one sessions;
- Doors will be kept open during sessions – where this is not possible, the worker will ensure both parties are visible through a window;
- When holding the session, the worker will talk to the pupil with a desk between them, or otherwise arrange the room or environment to avoid unnecessary physical contact;
- Where possible parties will sit near to the door during sessions;
- If a pupil becomes emotionally distressed or angry, the worker will seek assistance and a record will be kept of the incident.

Any allegations against a lone worker will be dealt with in line with the Allegations of Abuse Against Staff Policy (CIT Policy)

### **Training**

All lone workers will be fully trained in safe working practices and have a full understanding of the Lone Working Policy.

Lone workers will undertake additional training that is relevant to their lone working, e.g., first aid.

### **Monitoring safety issues**

Lone workers will report incidents such as accidents, near misses and threatening situations to the headteacher who will make a record.

Lone workers should raise any safety concerns with their line manager, who will arrange for additional precautionary measures to be put in place.