

Ormiston Academies Trust

Ormiston SWB Academy Lone Working Policy

Policy version control

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1. Introduction and Context

The academy recognises that some staff are required to work by themselves, without close or direct supervision, sometimes in isolated work areas or out of office hours.

The aims of this policy are 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 the 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 safety 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.

2. Scope

This policy is applicable to all full-time, part-time and supply staff, students, contractors, volunteers and work placement students and to all OAT academies.

3. Definitions

Lone worker: “Lone workers are those who work by themselves without close or direct supervision.”

Lone workers include:

Those working at their main place of work where:

- Only one person is working on the premises, e.g. caretakers
- People work separately from each other, e.g. in different locations
- People working outside normal office hours, e.g. cleaners.

Those working away from their fixed base where:

- One worker is visiting another agency’s premises or meeting venue
- One worker is making a home visit to an individual
- One worker is working from their own home.

4. Responsibilities

4.1 Responsibilities of the Principal

The Principal has the overall responsibility to ensure that hazards are identified, risks are assessed and that suitable and sufficient control measures are implemented to reduce the risks as low as is reasonably practicable. This includes ensuring that sufficient time and resources are allocated to enable this to happen such as:

- Ensuring that there are arrangements for identifying, evaluating and managing 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 and that the effectiveness of this policy is regularly reviewed.

4.2 Responsibilities of the Senior staff

All senior staff members must:

- Identify situations where people work alone and decide whether systems can be adopted to avoid workers carrying out tasks on their own
- Ensure that risk assessments are carried out in relation to lone working and are reviewed regularly
- Put procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone
- Ensure that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, and updating and refreshing this training as necessary
- Manage the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents
- Ensure that appropriate support is given to staff involved in any incident
- Provide a mobile phone, and other personal safety equipment, where this is felt to be a necessary control measure.

4.3 Responsibilities of all other staff,

All other staff are responsible for:

- Taking reasonable care of themselves and others affected by their actions
- Following guidance and procedures designed for safe lone working
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- Taking part in training designed to meet the requirements of the policy
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone
- Seeking the permission of the Principal before working alone on the school premises outside normal school hours.

4.4 Responsibilities of the OAT Health and Safety Officer (H&SO)

The Health and Safety Officer will:

- Provide advice, guidance and training, where necessary, on lone working.
- Monitor all accident and incident reports centrally.
- Report any serious accidents, where relevant under RIDDOR to the HSE.

5. Procedure

5.1 Children and Vulnerable Adults

- In general, staff should never work alone with a child or vulnerable adult
- Staff should never transport a child on their own and should assess any risk before transporting a vulnerable adult alone.

5.2 Monitoring Safety Issues

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, in the School accident book. This includes incidents of verbal abuse
- During supervision, managers will ask people working on their own whether there are any safety concerns that aren't being addressed. Lone workers are encouraged to seek help and advice if any safety concerns arise.

6. Related documents

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Guidance – Lone Working

7. Monitoring and review

This policy is reviewed every 3 years by OAT head office, any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.