



## St John's CE Primary Lone Working Policy March 2017

### 1. Introduction

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 himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him 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.

The school's definition of a lone worker is:

*"Lone Workers are those who work by themselves without close or direct supervision".*

### 2. Persons at Risk

At St John's CE Primary School, people at risk may include anyone who comes into school alone during closure times and particularly the site manager.

### 3. Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying / working with cash or high value equipment.
- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders.
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list, individuals will be expected to report all situations to the Head teacher or health and safety representative (School Secretary) which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

### 4. Control Measures

- Outside of normal working hours, staff should arrange to be in school with others.
- If they cannot arrange to be in school with other colleagues, staff should inform the Resident Caretaker when they are on the premises and when they are leaving. Staff





are provided with the Resident Caretaker's mobile phone number for this purpose. The Resident Caretaker will check in with staff, either in person or by telephone.

- Staff should inform someone from home that they are working in school during out of school hours.
- Key holders will inform someone when they are attending an alarm call out. If they suspect there may be an intruder, a fire, or other hazardous situation in the building, they will not enter the building and will instead call the relevant emergency services for support, referring to the information listed below.

In addition, all staff will:

- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety, for example, use kick stools when working at height
- 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 or rush work
- always follow reasonable targets
- stop for regular breaks and, if possible, change activity
- inform the headteacher or health and safety representative of any relevant medical conditions
- inform the headteacher or health and safety representative of any hazards or accidents encountered. All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.

St John's CE Primary School will:

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard

## 5. Emergency Services Information

1. Dial 999 and be ready to give the following information:
2. Telephone number: 01480 375026
3. Address: St John's CE Primary School  
Sallowbush Road  
Huntingdon,  
PE29 7LA
4. Give the exact location in the school.
5. Give your name.
6. Give a brief description of the situation.
7. Inform the emergency services of the best entrance to the area of the school.

## 6. Policy Review





Headteacher: K Lund BA (Hons) PGCE NPQH  
Chair of Governors: A Mayes

Deputy Headteacher: R Soper BA (Hons) PGCE  
Assistant Headteacher H Chapman BEd (Hons) MA NASENCo Award



This policy will be reviewed annually, or if a situation occurs which necessitates any amendment.

