



Bingham Primary School

Policy Document

Policy Name: Lone Worker Policy

Date: Sept 2023

Review: Sept 2024

Introduction

The Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 require employers to assess risks to lone workers and take steps to avoid or control risks where necessary.

The Management of Health & Safety at Work Regulations 1999 also state that employers must ensure that employees, working in the premises of other organisations, receive comprehensible information on the risks and safety measures at that site.

The Health & Safety (First Aid) Regulations 1981 place a general responsibility on employers to provide appropriate first aid facilities.

Lone workers may be able to use a first aid box or phone for help if any injury is minor, however if the risk of serious injury is foreseeable other arrangements must be made.

Definition, for this policy, of Lone Worker

"Any work which is undertaken in isolation from another member of staff. The term includes those who might work only for a short period of time each day on their own and those who work whole shifts unaccompanied on a regular basis" (Chartered Society of Physiotherapy)

They can be found in fixed establishments where:

- Only one person works on the premises e.g. the caretaker,
- Staff that work separately from others e.g. in schools (out of hours)
- Staff that may work outside normal office hours, e.g. cleaners
- Alternatively, mobile workers working away from their base e.g. teachers on home visits.

People at Risk At Bingham Primary School and Nursery (from this point to be referred to as BPSN)

People at risk may include:

The caretaker

Anyone who works beyond the times the caretaker opens and locks the school (7.30am and 6:00pm unless cleaners are still on the premises)

Anyone who comes into school alone during the school holidays.

Any member of staff that undertakes home visits for safeguarding or transition purposes.

This is most likely to be the Head and members of the senior leadership team, School Business Manager and Caretaker (and any others who are key holders).

Any member of staff planning to lone work needs to consider the associated risks; for the Lone Working risk assessment template, see Appendix 4.

Hazards

These may include:

- 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 i.e. illness while alone such as heart attack, stroke etc that makes it very hard to summon assistance
- Trips, falls, other accidents that cause significant injury and render the worker vulnerable
- Threats to staff of violence when undertaking home visits
- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment



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This is not an exhaustive list, individuals will be expected to report all situations to the Headteacher or health and safety representative 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.

Control measures

- All staff must use the in/ out board so that staff working late are identified
- All staff leaving after 6:00pm or whenever the caretaker locks the building must report to the Head or the most senior member of staff on site as they leave so that the last person on site is aware that they are lone working
- At the end of any late meetings (such as LSB or parents evenings) meetings, two members of the senior leadership team should remain to lock up until the building is secured and all members of remaining staff have made it safely to their cars or off site.
- Staff wishing to work during school closures must agree dates and times beforehand with the Head, ensuring that the caretaker and appropriate senior leaders are on site or have been informed
- Lone workers must ensure the front door is secure
- Money should not be counted by lone workers
- It should be a very rare occurrence, however if any staff do have to take money to the bank the employee must vary the day, time of day and route and must carry money in a bag that is opaque and secure if possible
- When working alone away from the main building, the caretaker must make his whereabouts known to either the admin staff or the Head and advise them on his return
- The caretaker must adhere to the 'working at heights' advice when working alone
Staff on home visits should visit in pairs (see Appendix 1)
- Lone workers should carry a mobile phone – school phones can be made available
Lone workers should be aware of the siting of first aid kits
- Key holders attending an alarm call out should wait for the security firm to attend if possible. If the alarm needs to be disabled, they should only enter the building if there is no sign of a break in and it can be reasonably assumed that the alarm is a false one.
- No staff will ever be alone in a car with a pupil without a risk assessment and prior agreement with the head teacher and parents
- For staff travelling alone by cars please see appendix 3.
- Cleaners should work within the terms and conditions set by the school.



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Appendix 1

Guidance for home visits – for transition into EYFS

- All home visits will be undertaken by staff working in pairs – teacher plus early years' practitioner. Under no circumstances will home visits be undertaken by lone workers
- Parents should volunteer for home visits. No parent will be visited without their consent.

There must be written confirmation of appointments.

- Before visits take place a schedule of times and addresses must be drawn up and approved by the Headteacher.

This list must be drawn up with information known about the families in mind. A copy of this list must be given to the admin staff before the visits take place.

Guidance for home visits for Safeguarding reasons i.e. poor attendance, CME, concerns raised about welfare.

- All home visits will be undertaken by staff working in pairs –Under no circumstances will home visits be undertaken by lone workers
- School should always try to contact parents by phone first.
- All home visits must be approved by the Headteacher or the senior leader on site.
- Do not enter the home if you can see the child from the front door. If you cannot view the child for any reason, then child protection external agency should be notified on return to school.
- The information contained in the red text below is relevant to emergency/safeguarding home visits.

Lists should record the following information:

- **Name of child, home address and telephone number**
- Approximate arrival time and estimated length of visit
- **Mobile phone numbers of both members of staff**
- The driver's car make, model and registration number
- **Ensure your phone is fully charged**
- **Notify the school office of any change to the plan**
- Report in at regular intervals (in person or by phone)
- **Always wear CIT/ Bingham Primary School and Nursery identity lanyard**
- **Don't go into a home if you feel insecure**
- **Leave if you are worried about your own safety or if you see signs of illegal activity. Notify the school and the police**
- Where there are large dogs, parents will be asked to remove them to the garden or behind a closed door before you enter the houses
- **Staff should not be left alone with a child**