



LONE WORKING POLICY

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Author	Mike Marshall - Principal
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1. General Statement

We are committed to ensuring the health, safety and wellbeing of all staff. Lone working is managed carefully to reduce risk and to ensure staff feel safe, supported and confident in their roles.

Our approach to lone working is guided by our core values:

Belong – We promote a culture where staff feel supported, connected and able to raise concerns, even when working alone.

Commit – We are committed to clear procedures, risk assessment and appropriate training to ensure lone working is planned, safe and well managed.

Thrive – By supporting staff safety and wellbeing, we enable staff to work confidently and effectively, maintaining high-quality provision for pupils.

Lone working arrangements are risk assessed, proportionate and regularly reviewed, with clear communication systems in place to protect staff and ensure positive outcomes for the whole school community.

Turning Point Academy recognises that there may be an increased risk to health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to **the Principal**.

2. Definition

For the purpose of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace or (2) when working outside normal business hours.

These are deemed to be from **08:00 and 16:00, Monday to Friday**

3. Legal Position

Our duty to both assess and control any risks from lone working is governed by the **Health and Safety at Work Act 1974 (HSWA)**. S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under S.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999** (as amended).

4. Risk Assessment

Our risk assessments 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 supervision 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.

Possible threats to personal safety – of all parties to cover such incidences as e safety, internet grooming etc.

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 will not be done when working alone.

Chemicals – any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.

The worker – the medical fitness of workers working alone will be assessed.

Access and Egress – some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

5. Control Measures.

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

Risk of Violence

- Staff are required to know when they are lone working and follow guidelines.
- Staff must try to avoid arranging meetings with parents or members of the public when lone working. All meetings must be arranged where possible during school occupancy time or when there is more than one member of staff on site for the duration of the meeting.
- If staff are to undertake home visits a risk assessment must be completed.
- Staff are required to not handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site where possible.
- Staff must not approach, or let enter the buildings, any unauthorised persons when lone working.
- All staff are required to give 24 hours notice to the Principal before lone working, either after hours or through holiday periods. The school will be locked during these periods.

-Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry of the school has been gained, before entering the school. If there is any sign of entry, police support **must** be gained before entering the school.

Communication- Staff are advised to -

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into 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 main school office and the medial room.

Emergency Procedures

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone or school phone to contact the Head of school, the staff members nominated person or the emergency services.

Access and Egress

Staff are to consider weather conditions before coming into and while at work.

6. Unacceptable Lone Working

The following workers are not to be carried out by lone workers under any circumstances;

- Working at height**
- Manual handling of heavy or bulky items**
- Transport of injured persons.**

7. Training.

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors. They must read, understand and adhere to the 'Safer Working Practise Guidance'.

8. Line Managers

It is the responsibility of the Head of School to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature of the tasks change in any way, he/she must make sure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

9. Lone Worker Duties

All lone workers are expected to co-operate fully with instructions given by the Head of School. They are also expected to follow the school's safe systems of work and any associated procedures; Failure to do so maybe a disciplinary offence.

10. Transportation of Pupils

All pupils at TPA have a risk assessment. Should a child require transport by members of school based staff, then due consideration must be given to each child's individual risk assessment. Consideration must be given to the risks that may be posed to the child and staff and how this may change as a result of mood during transportation, the length of travel and the destination and safe exit of the child, as well as weather conditions and any medical needs that may require attention during travel.

Staff must have business insurance on their vehicles if they are to be sued to transport pupils, together with a valid MOT certificate where applicable.

The Principal, or deputy in their absence, must be informed of any child requiring transportation during the course of the school day, outside of the usual school transport arrangements for pupils arriving to and leaving school.